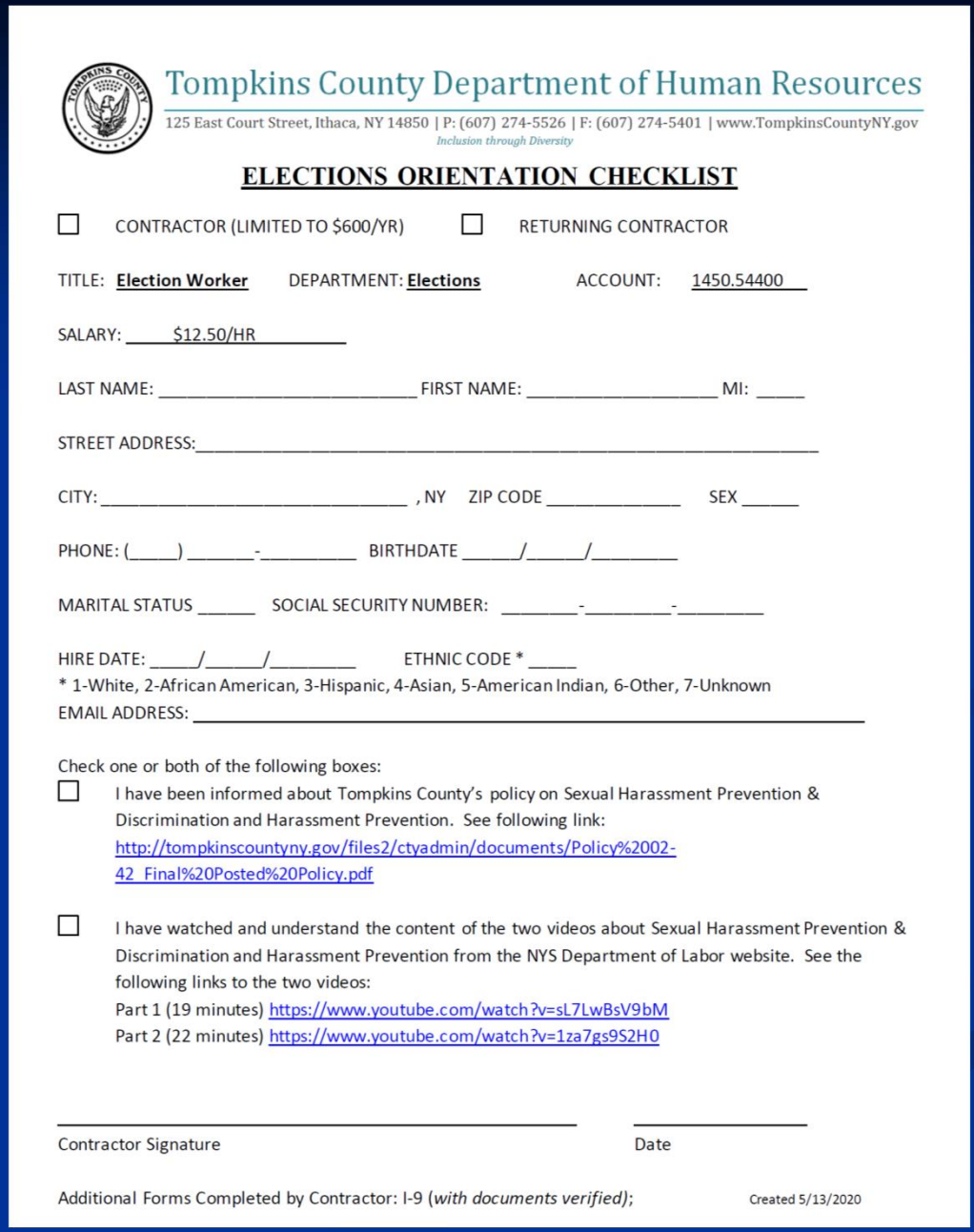
Have you filled out and submitted this form for 2021?

This form must be completed each calendar year.



Tompkins County Department of Human Resources

125 East Court Street, Ithaca, NY 14850 | P: (607) 274-5526 | F: (607) 274-5401 | www.TompkinsCountyNY.gov

Inclusion through Diversity

ELECTIONS ORIENTATION CHECKLIST

☐ CONTRACTOR (LIMITED TO $600/YR) ☐ RETURNING CONTRACTOR

TITLE: **Election Worker** DEPARTMENT: **Elections** ACCOUNT: 1450.54400

SALARY: $12.50/HR

LAST NAME: _____ FIRST NAME: _____ MI: _____

STREET ADDRESS:_____

CITY: _____ , NY ZIP CODE _____ SEX _____

PHONE: (_____) _____-_____ BIRTHDATE _____/_____/_____

MARITAL STATUS _____ SOCIAL SECURITY NUMBER: _____-_____-_____

HIRE DATE: _____/_____/_____ ETHNIC CODE * _____

* 1-White, 2-African American, 3-Hispanic, 4-Asian, 5-American Indian, 6-Other, 7-Unknown

EMAIL ADDRESS: _____

Check one or both of the following boxes:

☐ I have been informed about Tompkins County's policy on Sexual Harassment Prevention & Discrimination and Harassment Prevention. See following link: http://tompkinscountyny.gov/files2/ctyadmin/documents/Policy%2002-42_Final%20Posted%20Policy.pdf

☐ I have watched and understand the content of the two videos about Sexual Harassment Prevention & Discrimination and Harassment Prevention from the NYS Department of Labor website. See the following links to the two videos:
Part 1 (19 minutes) https://www.youtube.com/watch?v=sL7LwBsV9bM
Part 2 (22 minutes) https://www.youtube.com/watch?v=1za7gs9S2H0

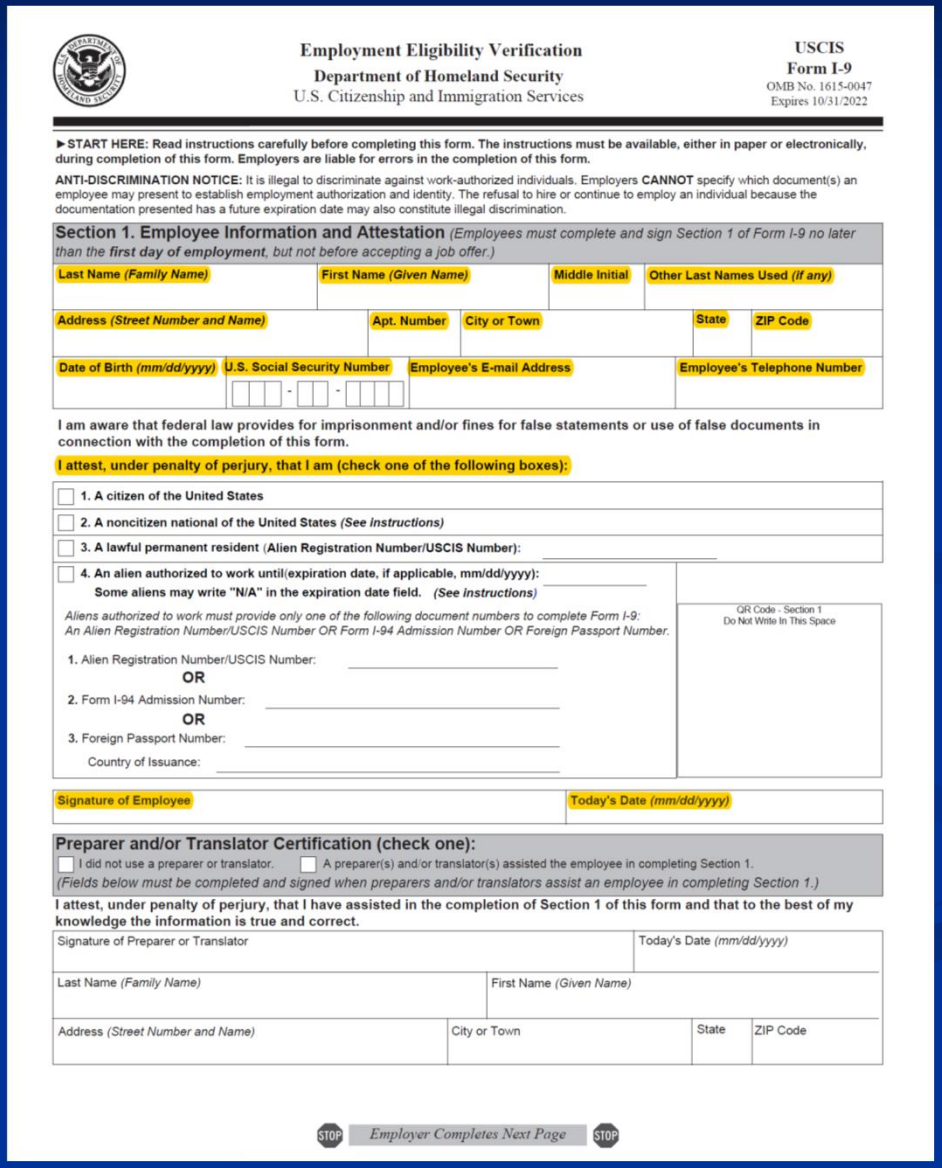
_____ _____

Contractor Signature Date

Additional Forms Completed by Contractor: I-9 (*with documents verified*); Created 5/13/2020

I-9

If you did not work in 2020, you will need to come down to our office with the proper identification and file this form



Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 10/31/2022

►**START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.)*

Last Name *(Family Name)*	First Name *(Given Name)*	Middle Initial	Other Last Names Used *(if any)*

Address *(Street Number and Name)*	Apt. Number	City or Town	State	ZIP Code

Date of Birth *(mm/dd/yyyy)*	U.S. Social Security Number	Employee's E-mail Address	Employee's Telephone Number
	___ - ___ - ____		

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

- ☐ 1. A citizen of the United States
- ☐ 2. A noncitizen national of the United States *(See instructions)*
- ☐ 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____
- ☐ 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____
  Some aliens may write "N/A" in the expiration date field. *(See instructions)*

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: _____
   OR
2. Form I-94 Admission Number: _____
   OR
3. Foreign Passport Number: _____
   Country of Issuance: _____

QR Code - Section 1
Do Not Write In This Space

Signature of Employee	Today's Date *(mm/dd/yyyy)*

Preparer and/or Translator Certification (check one):

☐ I did not use a preparer or translator. ☐ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator	Today's Date *(mm/dd/yyyy)*

Last Name *(Family Name)*	First Name *(Given Name)*

Address *(Street Number and Name)*	City or Town	State	ZIP Code

STOP *Employer Completes Next Page* STOP

Election Day Voting

Election Day November 2, 2021

- Polls open from 6 AM until 9 PM
- 36 Polling Places covering 10 municipalities in Tompkins County will be open.

Special Ballots for Poll Workers

Special Ballots allow Poll Site Managers and Inspectors to vote by Special Ballot if they are not working at their own polling site. You must come to the Board of Elections office to obtain your application and ballot.

OR

You can vote early. There will be nine consecutive days of Early Voting beginning on October 23.

Early Voting

Early Voting is Here!!

Voters now have **nine extra days** to vote prior to the General Election on November 2, at special Early Voting locations. Everyone who is registered to vote in New York State, a resident of Tompkins County, is eligible to vote at one of our two Early Voting sites. Each site is fully accessible to voters with physical disabilities. Voters do not need to have an "excuse" for voting early. Once they have cast their ballot on a machine at an Early Voting site, they will not be able to vote on Election Day.

Locations for Early Voting in Tompkins County:

Town of Ithaca Town Hall
215 N Tioga St
(in downtown Ithaca)

&

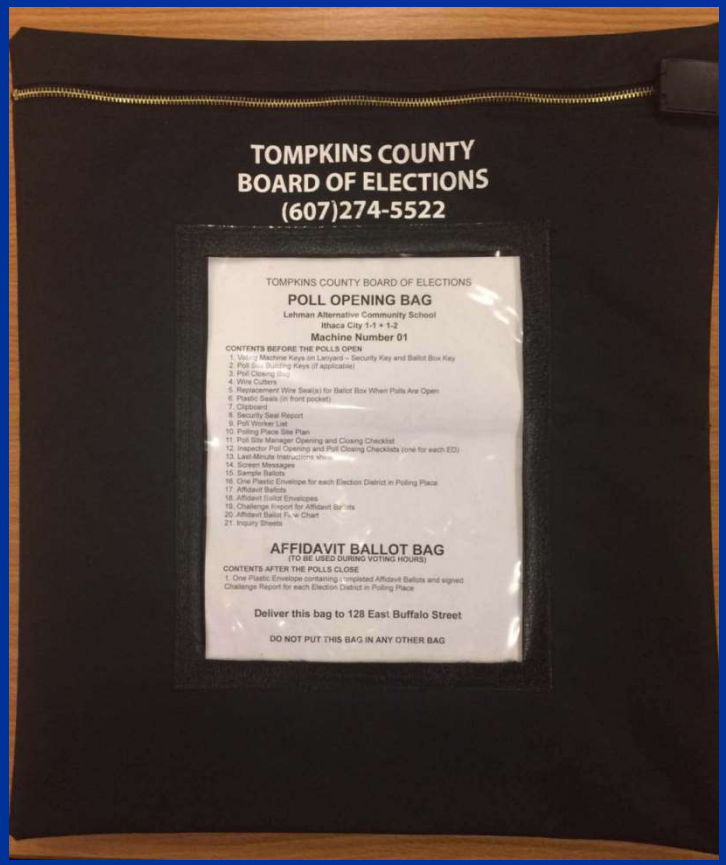
Crash Fire Rescue (CFR)
72 Brown Rd (by the Tompkins County airport)

Both early voting locations will be open the following hours:

Saturday Oct. 23	Sunday Oct. 24	Monday Oct. 25	Tuesday Oct. 26	Wednesday Oct. 27	Thursday Oct. 28	Friday Oct. 29	Saturday Oct. 30	Sunday Oct. 31
9:00 AM to 2:00 PM	9:00 AM to 2:00 PM	9:00 AM to 5:00 PM	12:00 PM to 8:00 PM	7:00 AM to 3:00 PM	12:00 PM to 8:00 PM	9:00 AM to 5:00 PM	9:00 AM to 2:00 PM	9:00 AM to 2:00 PM

On the Day Before the Election one of the Poll Site Managers will pick up the following from the Board of Elections

Poll Opening / Affidavit Ballot Bag



2 Poll Pads plus an additional Poll Pad for each extra Election District (if a polling place has more than one ED)

Duties of Poll Site Managers

- Starting up and closing down the voting machine.
- Greeting voters, giving each voter a yellow privacy folder and directing the voter to the correct election district.
- Directing voters with questions about voting to the instructional poster.
- Notifying voters that each voter must put his/her own ballot in the scanner.
- Assisting voters using the Ballot Marking Device.
- Scanning emergency ballots at poll closing.
- Process Voters that need to vote by Affidavit Ballot .
- Assisting Inspectors as needed throughout the day.
- Determining the best time for Inspectors to take a break.
- Assigning an Inspector to a different job if his/her sign-in table is not busy.
- Getting their Poll Pad up and running.

Duties of Inspectors

- Getting their Poll Pad up and running and ready for the first voter.
- Processing voters.
- Issuing paper ballots to voters who have signed the electronic poll book.
- Refer voters whose names are not in the poll book to a Poll Site Manager
- Re-issuing ballots to voters with spoiled ballots.
- Accounting for all paper ballots; Filling out Opening /Closing Certification and Ballot Log report.

Other Election Duties

The Poll Site Manager (or an Inspector, if requested by a Poll Site Manager) will help out with the following important election duties:

- Returning yellow privacy folders to the greeter at the polling place.
- Checking the poll site for abandoned ballots, and returning them to the correct election district.
- Keep voters from loitering.
- Watch for electioneering.

Before the Polls Open

- **Poll Site Managers** should arrive at their poll site 60 minutes before the polls open; 5:00 AM for both for Primary Elections, and for General Elections.
- Both Poll Site Managers must be present before entering the polling place, and setting up the site and the voting machine.
- Call us **immediately** at 274-5522 if a Poll Site Manager does not show up.
- **Inspectors** should arrive 30 minutes before the polls open; 5:30 AM for Primary Elections for General Elections.
- Call us **immediately** at 274-5522 if an Inspector does not show up.

Poll Opening Checklist

For Poll Site Managers

Carefully following the checklists will help ensure a smooth opening and closing process on election day. Please complete each step before starting the next one. If you're unable to complete a step, call the BOE.

Poll Opening Check List for Poll Site Managers (2 Sided)

PSM Poll Opening Checklist - Election Day

Check off Boxes when Completed **Page 1 of 2**

1 ☐

Verify all contents of the **Poll Opening Bag/Affidavit Ballot Bag.**

2 ☐

Check poll site location and voting machine number to ensure the correct machine has been delivered to the poll site.

Move the voting machine into place according to the site plan.

When in place, lock the four machine wheels.

Remove dust cover. Raise monitor screen and remove foam covers and set aside.

3 ☐

Verify seal numbers 1 through 6 on the seal report.

Verify serial and scanner numbers against the **Machine Seal Report.** When facing the scanner these numbers are found on the right side of the machine.

4 ☐

Cut ballot box door seal (#3) and place it in the **Poll Closing Bag (A)**

Unlock and open ballot box door

5 ☐

Remove all contents from voting machine including **Blue Ballot Bag (C)** and black **Supply Box.**

Give Inspectors all their bags and Materials.

6 ☐

Check the contents of the black **Supply Box**.

Locate ATI Port (#5):

7 ☐

Remove green ATI port seal (#5) and place on back of the **Machine Seal Report**.

Connect ATI controller, headphones, and cable.

8 ☐

Carefully remove power cord from clip (top, back, right on machine) and plug into an outlet. Use an extension cord and floor tape as necessary. Turn voting machine power on.

When voting machine begins to beep, press the Security Key to the metal pad labeled "Security Key."

9 ☐

Wait for the message that reads "Please Enter Password to Unlock the Device."

Enter "12345678" and press ENTER.

10 ☐

You will see a message that reads "Security Key verified."

And then "Key Accepted, Validating Election Files."

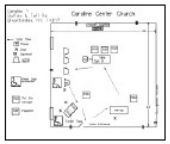
11 ☐

You will quickly be prompted to verify the current date and time. If correct, press "YES." If "NO," contact the BoE before proceeding.

Once date and time have been verified, DO NOT touch the LED Administrative Screen until you reach Step #22.

12 ☐

Move voting booths, tables, and chairs into place according to the site plan.



Voting booths should be situated so no one can walk behind a voter when they are marking their ballot.

13 ☐

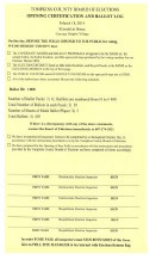
Attach privacy shield to monitor screen.

Place a 2 foot length of floor tape 5 feet from the scanner end of the machine for voters to stand behind while waiting to vote. PSMs should also stand behind this line while voters are casting their ballots.

14 ☐

If you are using a tower (Print on Demand), skip this step.

Verify ballot quantities against **Opening Certification and Ballot Log.** Confirm Inspectors have verified and signed the log.



Poll Opening Check List for Poll Site Managers (2 Sided)

PSM Poll Opening Checklist - Election Day Check off Boxes when Completed Page 2 of 2

15 ☐

Verify the voting machine Ballot Box, Write-In compartment, emergency ballot compartment, and **Blue Ballot Bag (C)**, are empty.

16 ☐

Place the red Write-In Bag and clear Emergency Ballots Canvassed by Hand bag under the **Blue Ballot Bag "C"** in the ballot compartment. Make sure the "C" bag flap is over the outside of the bag, with the handle facing out.

17 ☐

Close and lock the ballot box door and secure it with a new door seal. Write the seal number on the **Machine Seal Report.**

If NOT using tower (Print on Demand), Skip to step 20.

18 ☐

If using a tower (Print on Demand)

Open the Poll Print Cabinet (top door first) and secure top door with magnets on the left side.

Confirm the laser printer paper tray is half full. Close bottom door.

Printer cabinet power cord must be plugged directly into a wall outlet.

Do not use extension cord or power strip.

Power up UPS , wait until power supply screen is steady.

Turn on the Printer.

19 ☐

If using a tower (Print on Demand)

Set up the Poll Print Pad with the Home Button at the top. Plug Poll Print Pad into the power supply on the bottom shelf.

Power on the Poll Print Pad and confirm connectivity by noting the 4 status icons are green.

Print one test page.

When the Inspectors poll pads are ready, send one test page to the Poll Print cabinet.

20 ☐

When the status light on the side of the machine is green, select "Open Poll" on the Administrative menu.

21 ☐

Two **Poll Opening Zero Report** tapes will print automatically. Verify the protective counter number listed on the tapes against the number on the **Machine Seal Report.**

Post one of the tapes in a conspicuous area near the poll site entrance. Do not sign the tapes.

22 ☐

Put the other tape in the **Blue Poll Closing Bag (A).**

Sign the Certification on the back of the **Machine Seal Report.**

23 ☐

The black **Poll Opening Bag** now becomes the **Affidavit Ballot Bag**.

Inside the **Affidavit Ballot Bag** is one plastic pouch for each election district. Inside each pouch will be Affidavit Ballots and Affidavit Ballot Envelopes.

Confirm the Affidavit Ballots are the correct ones for your E.D.

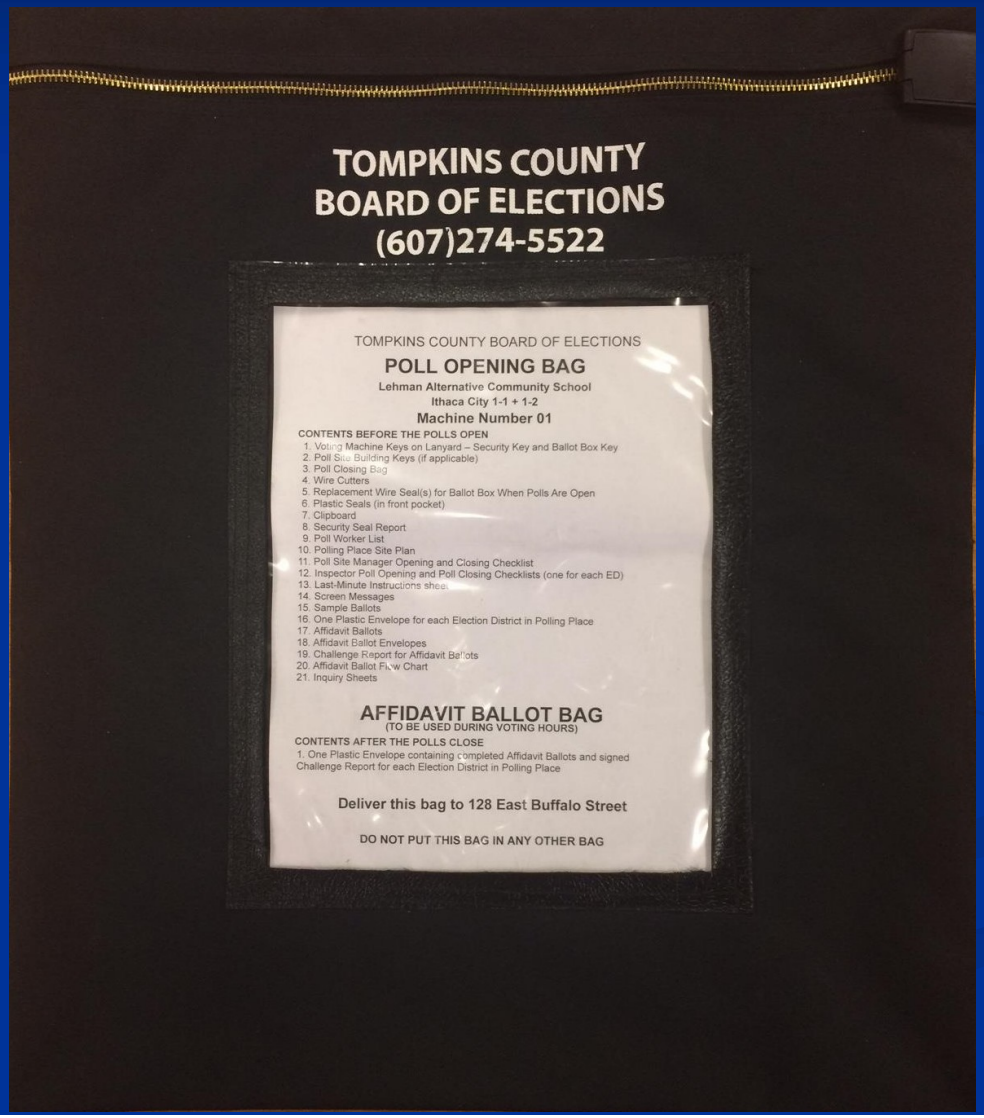
Place the **Affidavit Ballot Bag** in a secure area where you can access it during voting hours.

24 ☐

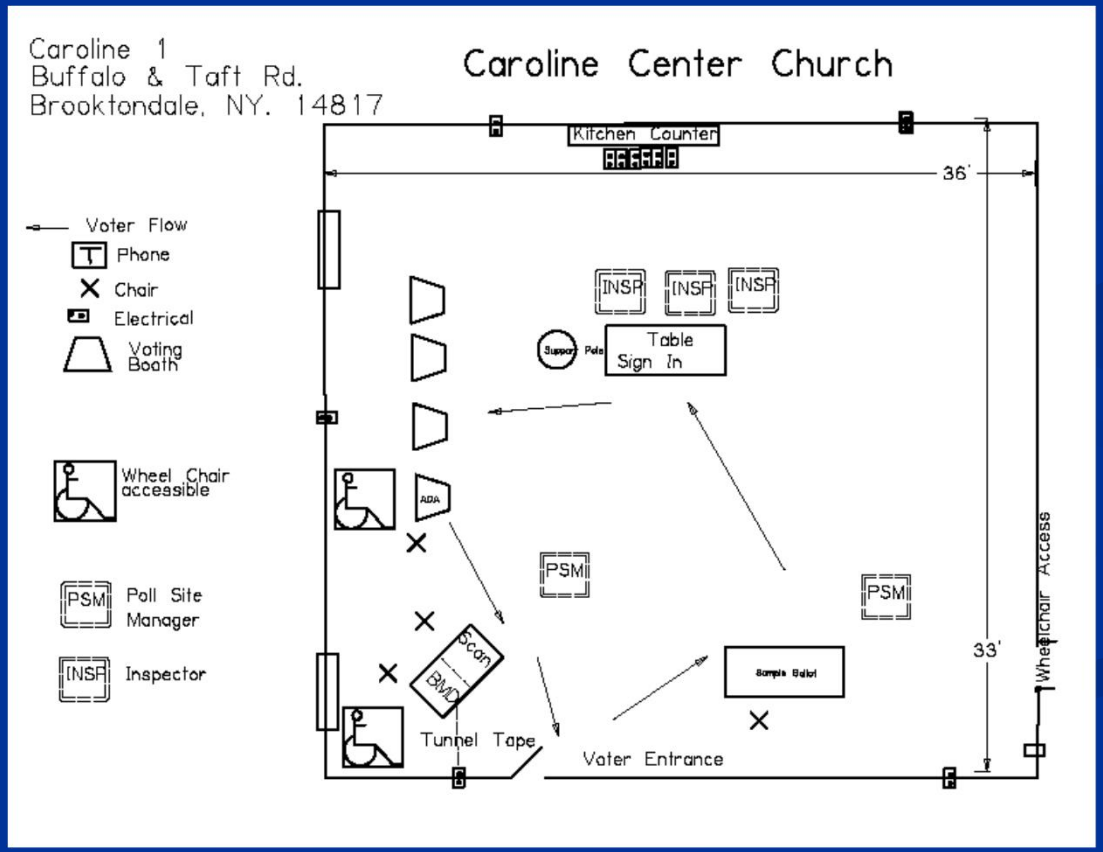
Assemble PSM Poll Pad so it is ready for use. Sign in on any poll pad (preferably all Inspectors and PSMs would sign in on one pad).

You are now ready for voting.

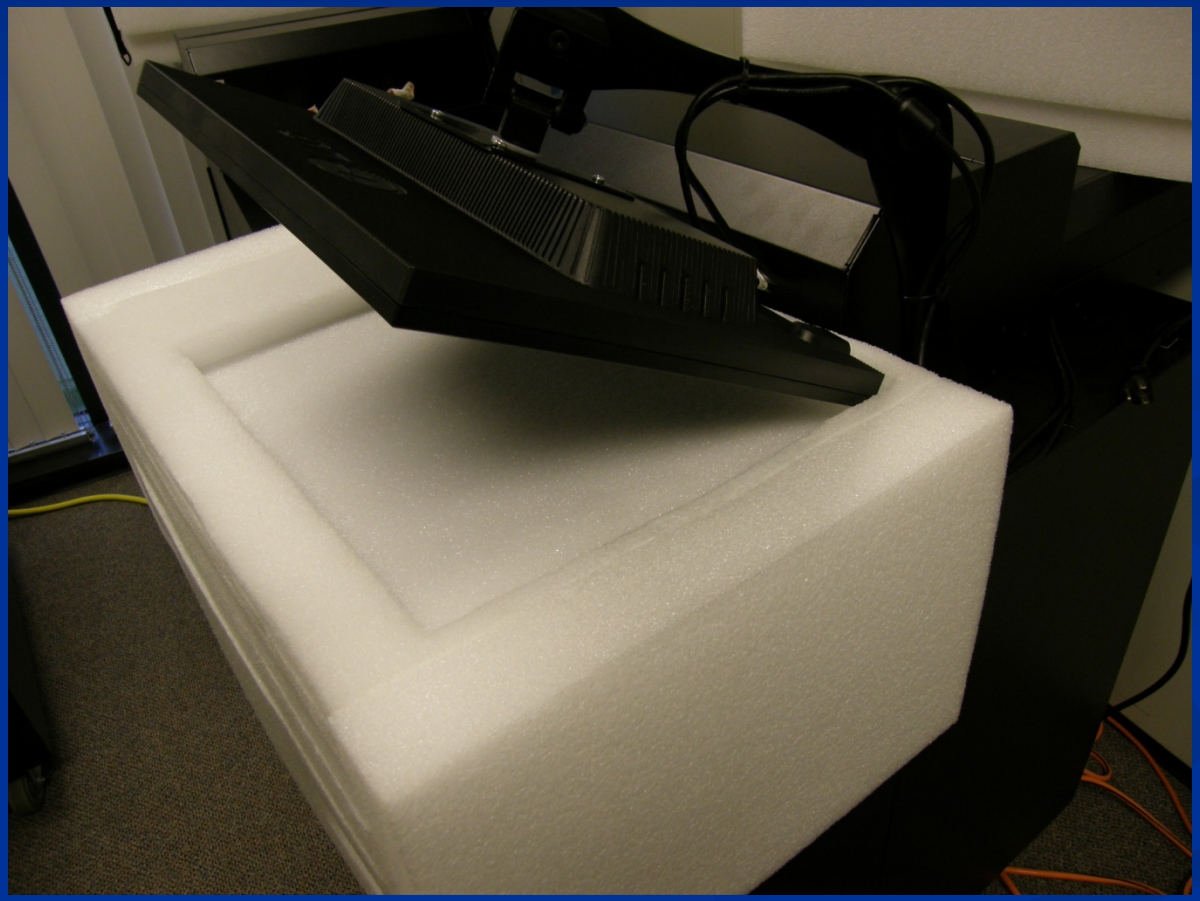
1. Check Contents of Poll Opening / Affidavit Ballot Bag.



2. Check poll site location and confirm that the voting machine number matches what is on he Seal Report and is the machine that is supposed to be at your polling place. Review site plan. If necessary, move voting machine into place at this time. Lock wheels.



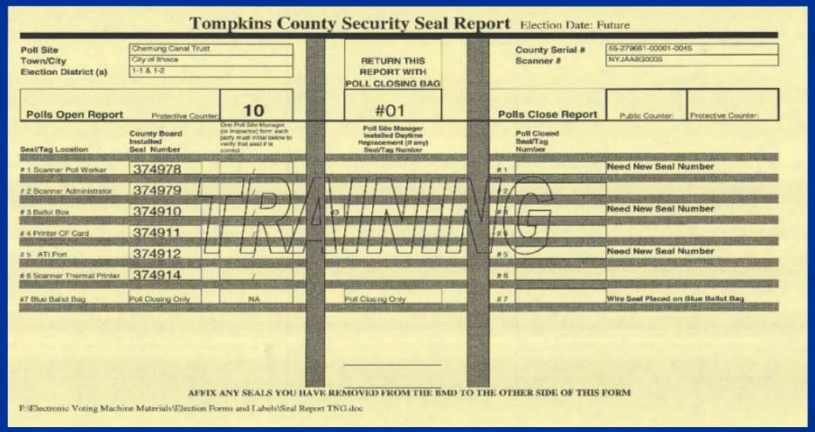
2. (continued) Remove dust cover from machine. Raise monitor screen and remove foam covers.



2. (Continued) Set dust cover and foam covers aside.

3. Verify County Serial and Scanner numbers against Tompkins County Security Seal Report. These numbers are on the right side of the voting machine when facing the scanner.

3. Verify that Seal numbers 1-6 on the Security Seal Report match those that are on the corresponding seals on the Voting Machine.



Tompkins County Security Seal Report Election Date: Future

Poll Site	Chemung Canal Trust		RETURN THIS REPORT WITH POLL CLOSING BAG	County Serial #	65-279681-00001-0045
Town/City	City of Ithaca			Scanner #	NYJAA930005
Election District (s)	1-1 & 1-2				
Polls Open Report	Protective Counter:	10	#01	Polls Close Report	Public Counter: / Protective Counter:

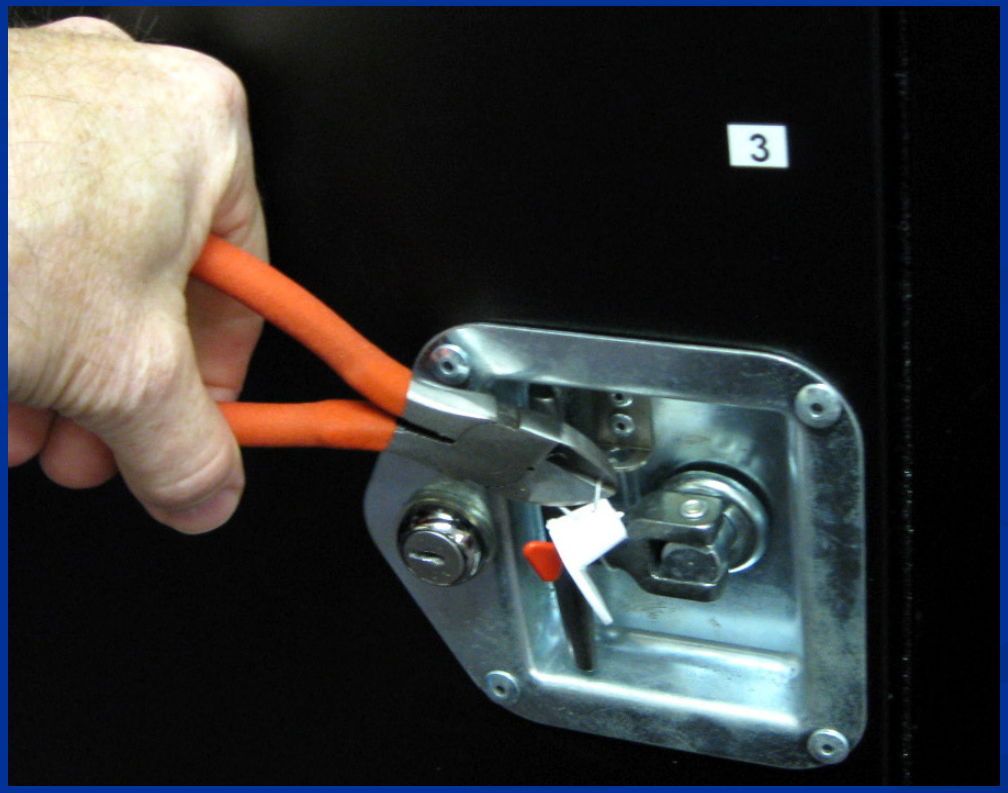
Seal/Tag Location	County Board Installed Seal Number	One Poll Site Manager (or if no inspector) from each party must initial below to verify that seal # is correct	Poll Site Manager Installed Daytime Replacement (if any) Seal/Tag Number	Poll Closed Seal/Tag Number	
# 1 Scanner Poll Worker	374978			# 1	Need New Seal Number
# 2 Scanner Administrator	374979			# 2	
# 3 Ballot Box	374910			# 3	Need New Seal Number
# 4 Printer CF Card	374911			# 4	
# 5 ATI Port	374912			# 5	Need New Seal Number
# 6 Scanner Thermal Printer	374914			# 6	
#7 Blue Ballot Bag	Poll Closing Only	NA	Poll Closing Only	# 7	Wire Seal Placed on Blue Ballot Bag

TRAINING

AFFIX ANY SEALS YOU HAVE REMOVED FROM THE BMD TO THE OTHER SIDE OF THIS FORM

F:\Electronic Voting Machine Materials\Election Forms and Labels\Seal Report TNG.doc

4. Cut the plastic seal on the Ballot Box Door (#3) and place it in your Poll Closing Bag (A).



4. (continued) Unlock ballot box door.

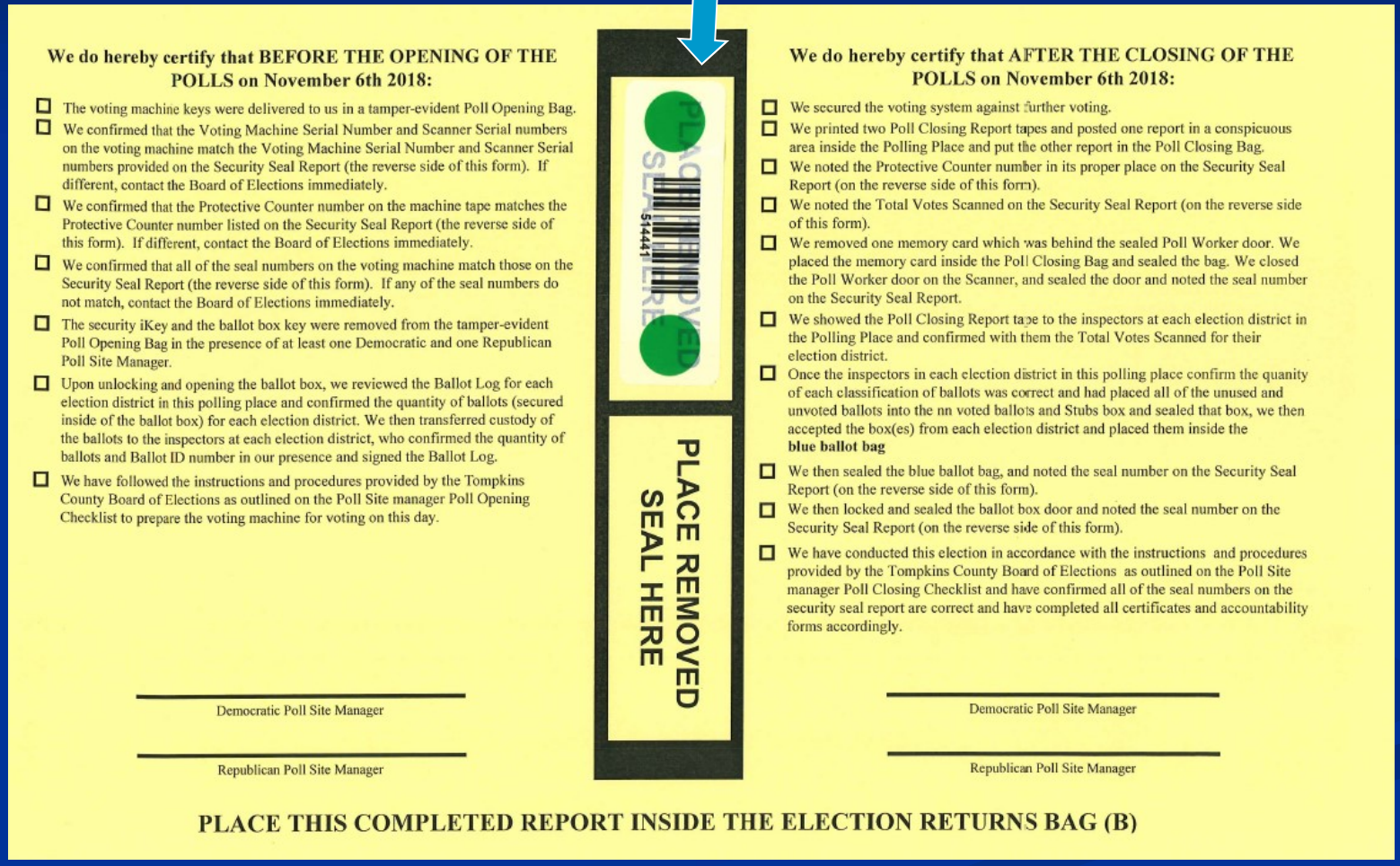
5. Remove ALL contents from voting machine including blue ballot bag (C), the black supply box, and the cardboard box containing the ballots.

5. (continued) Take all election materials (black election District specific three ring binder, Poll Pads (electronic poll books), the Election Returns Bag, cardboard box containing the ballots, and the Sign and Map Bag to each election district. Be sure to remind the inspectors to follow the checklist when setting up their area and to save the cardboard boxes the ballots arrived in.

6. Check contents of Supply Box.

6. (Continued). Locate ATI Port (#5) on the voting machine.

7. Remove ATI port seal (#5) and place on back of seal report.



We do hereby certify that BEFORE THE OPENING OF THE POLLS on November 6th 2018:

- ☐ The voting machine keys were delivered to us in a tamper-evident Poll Opening Bag.
- ☐ We confirmed that the Voting Machine Serial Number and Scanner Serial numbers on the voting machine match the Voting Machine Serial Number and Scanner Serial numbers provided on the Security Seal Report (the reverse side of this form). If different, contact the Board of Elections immediately.
- ☐ We confirmed that the Protective Counter number on the machine tape matches the Protective Counter number listed on the Security Seal Report (the reverse side of this form). If different, contact the Board of Elections immediately.
- ☐ We confirmed that all of the seal numbers on the voting machine match those on the Security Seal Report (the reverse side of this form). If any of the seal numbers do not match, contact the Board of Elections immediately.
- ☐ The security iKey and the ballot box key were removed from the tamper-evident Poll Opening Bag in the presence of at least one Democratic and one Republican Poll Site Manager.
- ☐ Upon unlocking and opening the ballot box, we reviewed the Ballot Log for each election district in this polling place and confirmed the quantity of ballots (secured inside of the ballot box) for each election district. We then transferred custody of the ballots to the inspectors at each election district, who confirmed the quantity of ballots and Ballot ID number in our presence and signed the Ballot Log.
- ☐ We have followed the instructions and procedures provided by the Tompkins County Board of Elections as outlined on the Poll Site manager Poll Opening Checklist to prepare the voting machine for voting on this day.

Democratic Poll Site Manager

Republican Poll Site Manager

PLACE REMOVED SEAL HERE

We do hereby certify that AFTER THE CLOSING OF THE POLLS on November 6th 2018:

- ☐ We secured the voting system against further voting.
- ☐ We printed two Poll Closing Report tapes and posted one report in a conspicuous area inside the Polling Place and put the other report in the Poll Closing Bag.
- ☐ We noted the Protective Counter number in its proper place on the Security Seal Report (on the reverse side of this form).
- ☐ We noted the Total Votes Scanned on the Security Seal Report (on the reverse side of this form).
- ☐ We removed one memory card which was behind the sealed Poll Worker door. We placed the memory card inside the Poll Closing Bag and sealed the bag. We closed the Poll Worker door on the Scanner, and sealed the door and noted the seal number on the Security Seal Report.
- ☐ We showed the Poll Closing Report tape to the inspectors at each election district in the Polling Place and confirmed with them the Total Votes Scanned for their election district.
- ☐ Once the inspectors in each election district in this polling place confirm the quanity of each classification of ballots was correct and had placed all of the unused and unvoted ballots into the nn voted ballots and Stubs box and sealed that box, we then accepted the box(es) from each election district and placed them inside the **blue ballot bag**
- ☐ We then sealed the blue ballot bag, and noted the seal number on the Security Seal Report (on the reverse side of this form).
- ☐ We then locked and sealed the ballot box door and noted the seal number on the Security Seal Report (on the reverse side of this form).
- ☐ We have conducted this election in accordance with the instructions and procedures provided by the Tompkins County Board of Elections as outlined on the Poll Site manager Poll Closing Checklist and have confirmed all of the seal numbers on the security seal report are correct and have completed all certificates and accountability forms accordingly.

Democratic Poll Site Manager

Republican Poll Site Manager

PLACE THIS COMPLETED REPORT INSIDE THE ELECTION RETURNS BAG (B)

7. (continued) Connect ATI Controller, headphones and Cable.

8. Carefully remove power cord from clip (top, back, right on machine) and plug into a wall outlet. Use an extension cord and floor tape when necessary.

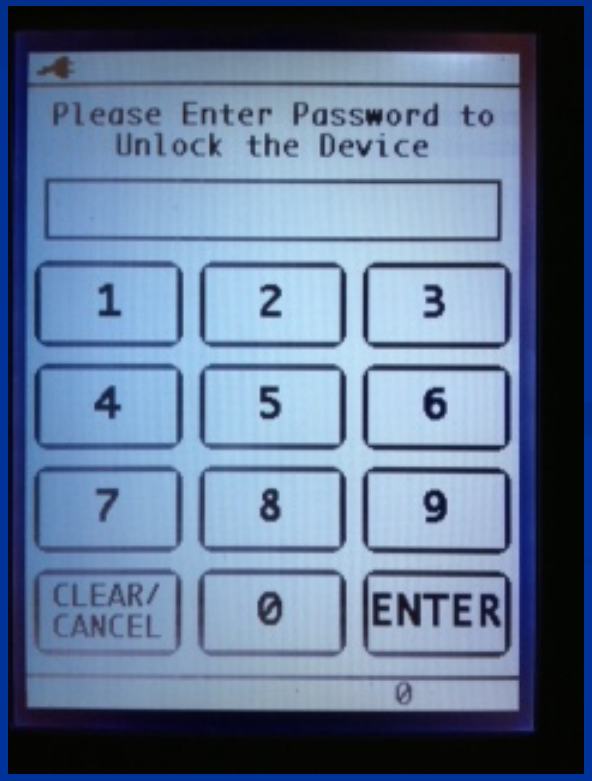
Turn voting machine power on. On BMD machines, be sure that Red Status light on the side of the machine comes on as soon as the power is turned on.

Light that indicates Power is ON

Red BMD Status Light

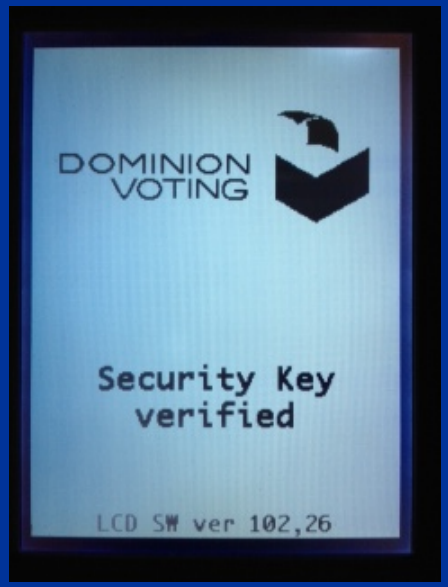
8. (continued) When voting machine begins beeping, contact Security Key to metal pad labeled "Security Key."

9. Wait for message that says "Please Enter Password to Unlock the Device."



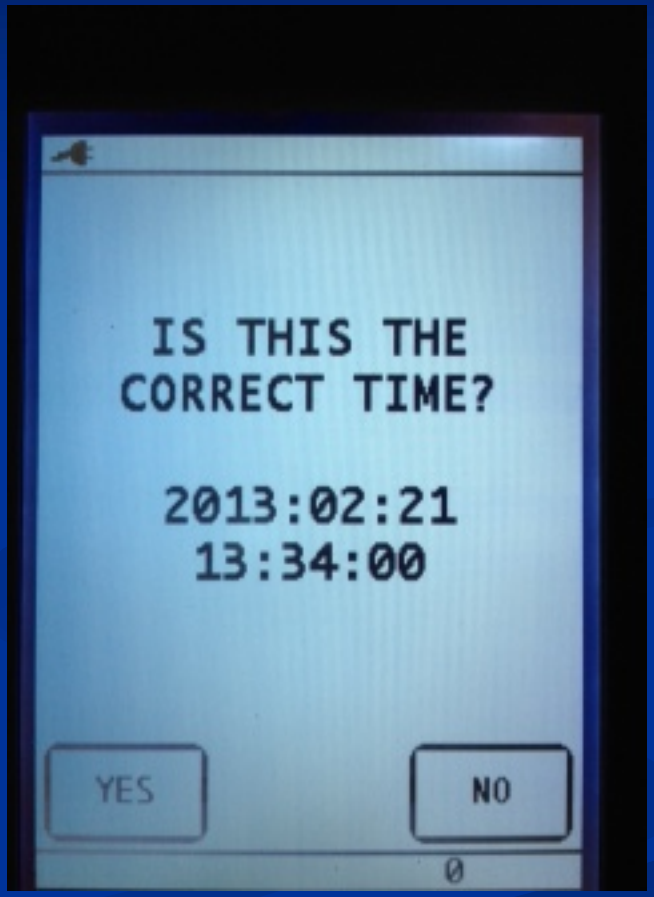
Enter the numbers "12345678" and press ENTER

10. You will get a message that the "Security Key has been Verified" and then "Key Accepted. Validating Election Files"



11. You will quickly be prompted to verify the current date and time. If the date and time are correct, press YES.

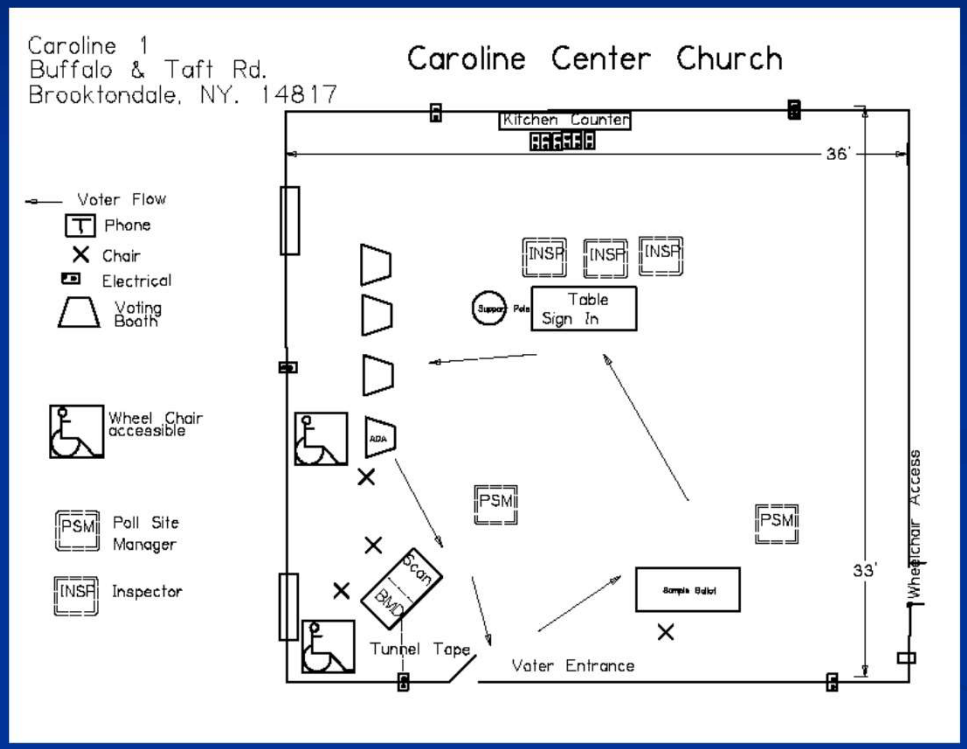
If not, contact the TCBOE before you go any further.



11. (continued) Once the date and time have been verified, DO NOT touch the LED Administrative screen again until you have reached Step 20 on this Checklist.

    In the meantime continue to Step 12 on this Checklist.

12. Move voting booths, tables, and chairs into place according to site plan which can be found on the electronic tablet.



Voting Booths should be situated so no one can walk behind the voter when they are marking their ballot.

13. Attach privacy shield to monitor screen.

13. (Continued) Place a two foot piece of masking tape about 5 feet from the scanner end of the machine for voters to stand behind while waiting to cast their vote. PSMs should also stand behind this line or at least 5 feet from the voting machine while voters are casting their ballots.

14. If you are using a tower (Print on Demand), skip this step.

14. (Continued) Verify quantities of ballots against the Opening Certification and Ballot Log.

TOMPKINS COUNTY BOARD OF ELECTIONS

OPENING CERTIFICATION AND BALLOT LOG

March 18, 2014

Kendal at Ithaca

Cayuga Heights Village

On this day, BEFORE THE POLLS OPENED TO THE PUBLIC for voting, WE DO HEREBY CERTIFY that:

- ☐ The CANDIDATE NAMES and BALLOT PROPOSALS all appear to be the SAME on: the sample ballot, the ballot booklets, and the open polls tape produced by the voting machine for our Election District (ED).
- ☐ The ELECTION DISTRICT listed on the ballot booklets, and the poll books is the SAME as the ELECTION DISTRICT at the top of this page.
- ☐ The PUBLIC COUNTER and all CONTEST COUNTERS on the open polls tape are at ZERO.
- ☐ All of the ballots have been accounted for per the following schedule:

Ballot ID: 1000

Number of Ballot Packs: 1) 8; Ballots are numbered from #1 to # 400

Total Number of Ballots in each Pack: 2) 50

Number of Sheets of blank Ballot Paper: 3) 5

Total Ballots: 4) 405

If there is a discrepancy with any of the above statements, contact the Board of Elections immediately at 607-274-5521

- ☐ We have inventoried all necessary forms to be completed by us throughout Election Day, in accordance with the instructions provided to us by the Tompkins County Board of Elections.
- ☐ We have prepared for the Opening of the Polls in accordance wih the instructions and procedures provided by the Tompkins County Board of Elections and have completed all forms accordingly.

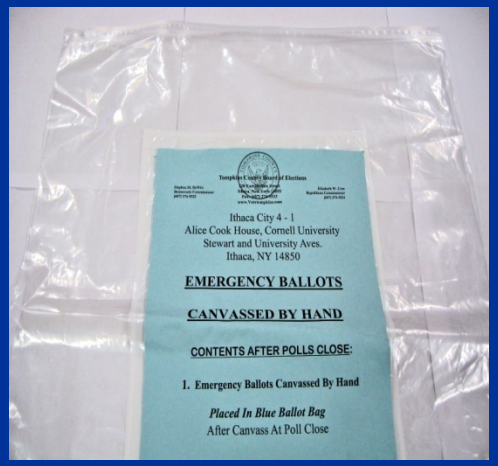
PRINT NAME	Democratic Election Inspector	**SIGN**
PRINT NAME	Democratic Election Inspector	**SIGN**
PRINT NAME	Democratic Election Inspector	**SIGN**
PRINT NAME	Republican Election Inspector	**SIGN**
PRINT NAME	Republican Election Inspector	**SIGN**
PRINT NAME	Republican Election Inspector	**SIGN**

In order TO BE PAID, all inspectors must SIGN BOTH SIDES of this form. Give to POLL SITE MANAGER to be returned with Elections Returns Bag.

Confirm that Inspectors have verified and signed the Ballot Log.

15. Verify that voting machine, Blue Ballot Bag, and emergency ballot compartment are empty.

16. Set the Voting Machine Set Up Bag in the Black Supply Box aside. Be sure that the *empty Emerg*ency Ballots Canvassed by Hand Bag(s) and the red Write-in Bag are under Blue Ballot Bag when it is placed in the ballot box. Place Blue Ballot Bag back into voting machine with top flap flipped over outside of bag and with the handle facing out.



17. Close and lock ballot box door. Place new plastic seal on Ballot Box Door and log the Seal Number on the Seal Report.

If **NOT** Using a Tower (Print on Demand),
Skip to Step #20

18. If Using a Tower (Print on Demand),

Open the Poll Print Cabinet (top door first) and secure top door with magnets on the left side.

Confirm the laser printer paper tray is half full. Close bottom door.

Printer cabinet power cord must be plugged directly into a wall outlet. DO NOT USE EXTENSION CORD OR POWER STRIP.

Power up UPS, wait until power supply screen is steady.

Turn on the Printer.

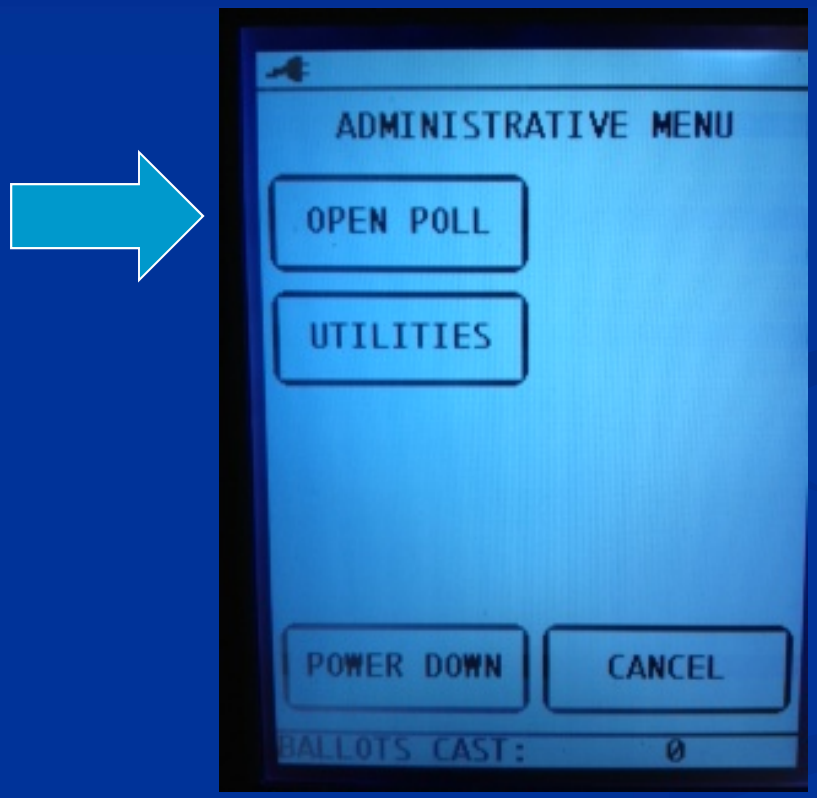
19. If Using a Tower (Print on Demand),

Set up the Poll Print Pad with the Home Button at the top. Plug Poll Print Poll Pad into the power supply on the bottom shelf.

Power on the Poll Print Pad and confirm connectivity by noting that the 4 status icons are green. Print one test page.

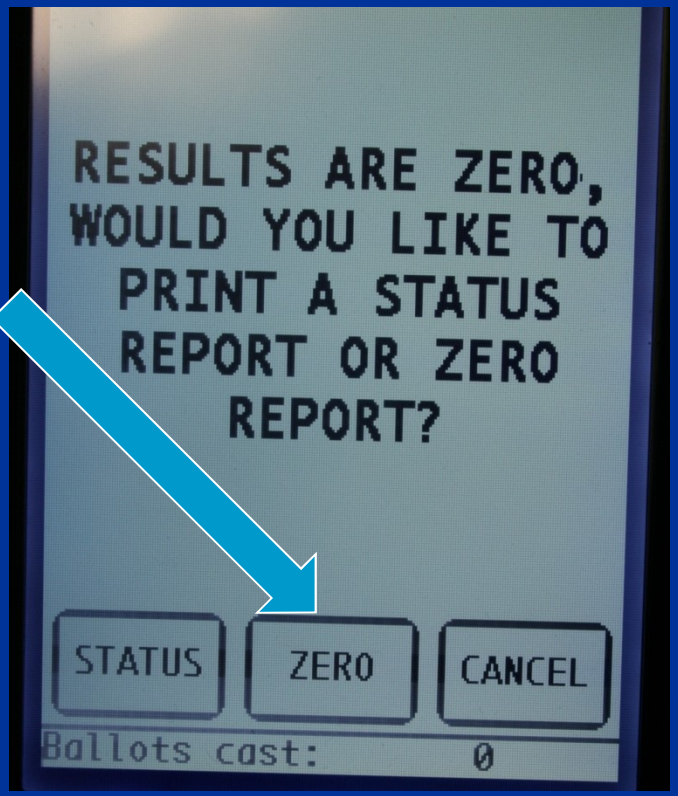
When the inspectors poll pads are ready, have one of them send one test page to the Poll Print Cabinet.

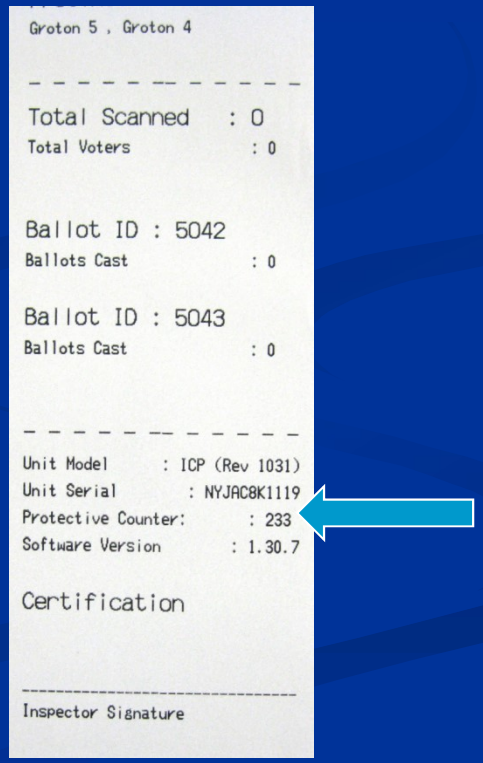
20. When Status light on the side of the voting machine is green, select Open Polls option on Administrator's screen.



21. Print the Poll Opening Zero Reports. (Remember, two will print automatically.)

Verify the Protective Counter number on the Zero Report Tape against the number on the seal report.





21. (continued) After verifying with the election inspectors from each table that the number of ballots cast is 0, post one of the Poll Opening Zero Report tapes in a conspicuous area near the entrance to the polling place. (There is no need to sign the tapes.)

****

Tompkins County
Demo Ballot
Tuesday, November 02, 2010

Tabulator Name
VM44

Tabulator ID:
1

Voting Location
Demo1

Precinct
Groton 5 , Groton 4

- - - - - - - - - - - -

Total Scanned : 0
Total Voters : 0

Ballot ID : 5042
Ballots Cast : 0

Ballot ID : 5043
Ballots Cast : 0

- - - - - - - - - - - -

Unit Model : ICP (Rev 1031)
Unit Serial : NYJAC8K1119
Protective Counter: : 233
Software Version : 1.30.7

Certification

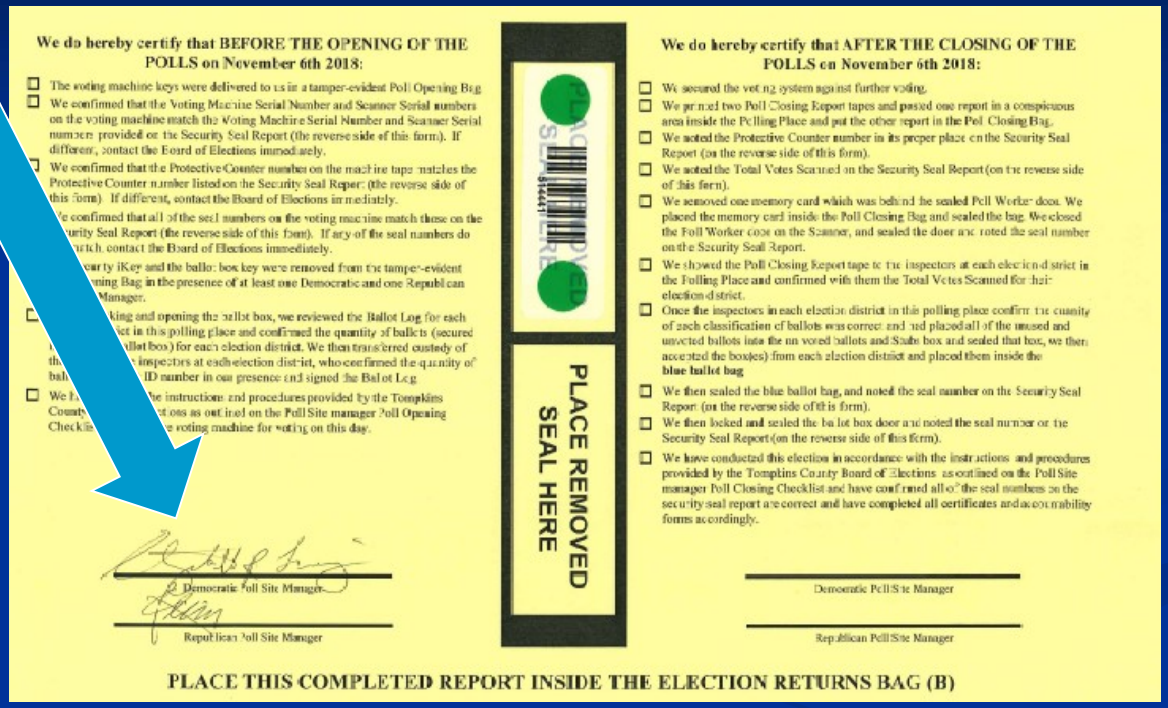
Inspector Signature

Inspector Signature

Inspector Signature

22. Put the other Poll Opening Zero Report tape in blue Poll Closing Bag (A).

22. (continued) Sign Certification on back of seal report.



We do hereby certify that BEFORE THE OPENING OF THE POLLS on November 6th 2018:

- ☐ The voting machine keys were delivered to us in a tamper-evident Poll Opening Bag
- ☐ We confirmed that the Voting Machine Serial Number and Scanner Serial numbers on the voting machine match the Voting Machine Serial Number and Scanner Serial numbers provided on the Security Seal Report (the reverse side of this form). If different, contact the Board of Elections immediately.
- ☐ We confirmed that the Protective Counter number on the machine tape matches the Protective Counter number listed on the Security Seal Report (the reverse side of this form). If different, contact the Board of Elections immediately.
- ☐ We confirmed that all of the seal numbers on the voting machine match those on the Security Seal Report (the reverse side of this form). If any of the seal numbers do not match, contact the Board of Elections immediately.
- ☐ The County iKey and the ballot box key were removed from the tamper-evident Opening Bag in the presence of at least one Democratic and one Republican Poll Site Manager.
- ☐ Before locking and opening the ballot box, we reviewed the Ballot Log for each election district in this polling place and confirmed the quantity of ballots (secured in the ballot box) for each election district. We then transferred custody of the ballot box to inspectors at each election district, who confirmed the quantity of ballots by ID number in our presence and signed the Ballot Log.
- ☐ We have followed the instructions and procedures provided by the Tompkins County Board of Elections as outlined on the Poll Site manager Poll Opening Checklist and have set the voting machine for voting on this day.

Democratic Poll Site Manager

Republican Poll Site Manager

PLACE REMOVED SEAL HERE

We do hereby certify that AFTER THE CLOSING OF THE POLLS on November 6th 2018:

- ☐ We secured the voting system against further voting.
- ☐ We printed two Poll Closing Report tapes and posted one report in a conspicuous area inside the Polling Place and put the other report in the Poll Closing Bag.
- ☐ We noted the Protective Counter number in its proper place on the Security Seal Report (on the reverse side of this form).
- ☐ We noted the Total Votes Scanned on the Security Seal Report (on the reverse side of this form).
- ☐ We removed one memory card which was behind the sealed Poll Worker door. We placed the memory card inside the Poll Closing Bag and sealed the bag. We closed the Poll Worker door on the Scanner, and sealed the door and noted the seal number on the Security Seal Report.
- ☐ We showed the Poll Closing Report tape to the inspectors at each election district in the Polling Place and confirmed with them the Total Votes Scanned for their election district.
- ☐ Once the inspectors in each election district in this polling place confirm the quantity of each classification of ballots was correct and had placed all of the unused and unvoted ballots into the unvoted ballots and Stubs box and sealed that box, we then accepted the box(es) from each election district and placed them inside the **blue ballot bag**
- ☐ We then sealed the blue ballot bag, and noted the seal number on the Security Seal Report (on the reverse side of this form).
- ☐ We then locked and sealed the ballot box door and noted the seal number on the Security Seal Report (on the reverse side of this form).
- ☐ We have conducted this election in accordance with the instructions and procedures provided by the Tompkins County Board of Elections as outlined on the Poll Site manager Poll Closing Checklist and have confirmed all of the seal numbers on the security seal report are correct and have completed all certificates and accountability forms accordingly.

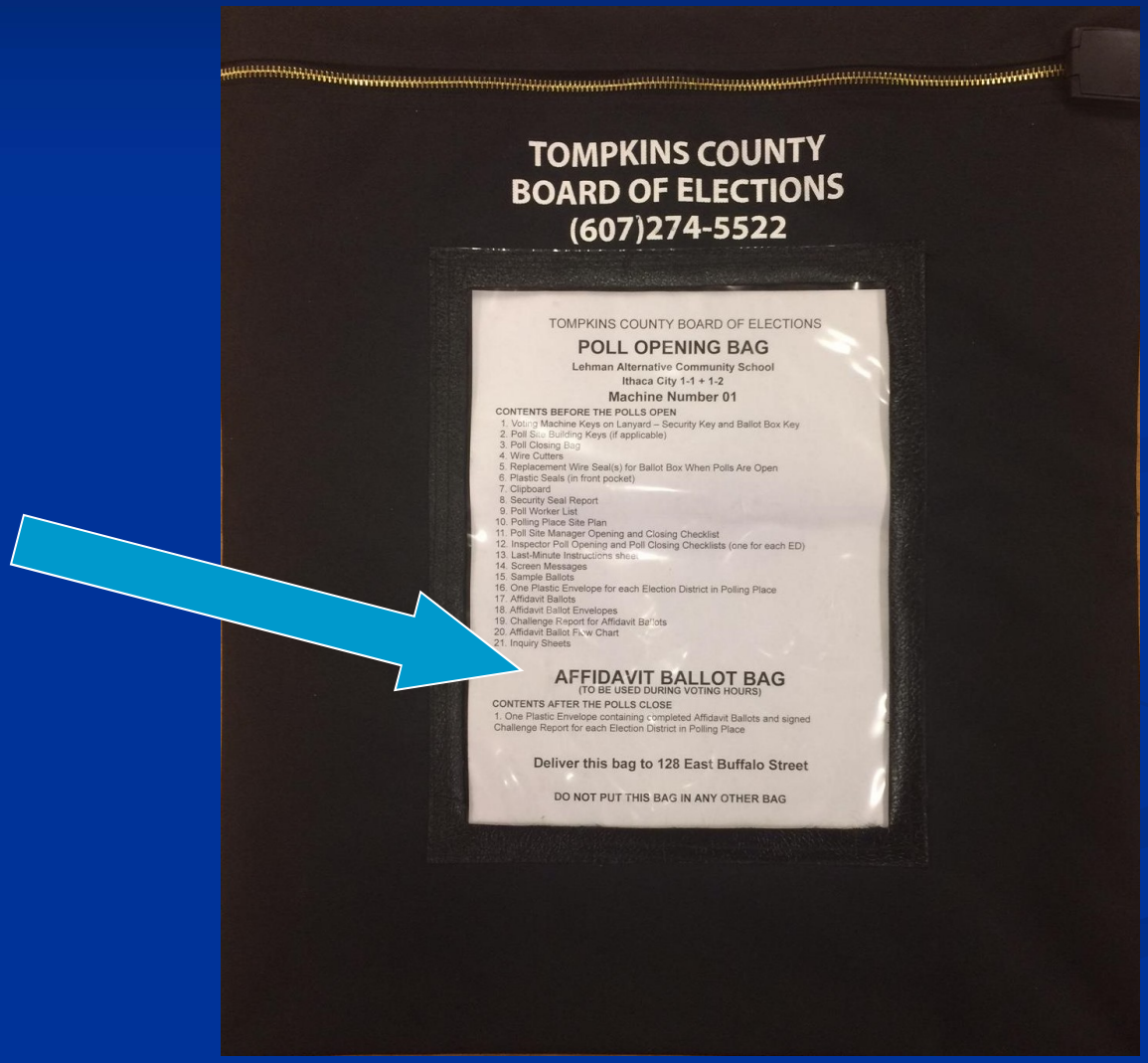
Democratic Poll Site Manager

Republican Poll Site Manager

PLACE THIS COMPLETED REPORT INSIDE THE ELECTION RETURNS BAG (B)

Put your name tag on.

23. The black Poll Opening Bag now becomes the Affidavit Ballot Bag



23. (continued)

- Confirm that inside the Affidavit Ballot Bag, there is one plastic envelope for each election district in your polling place.

- Inside each plastic envelope there should be the Affidavit Ballots and the Affidavit Ballot Envelopes and the Affidavit Ballot Challenge Report for that election district

23. (continued)

- Confirm that the Affidavit Ballots inside each plastic envelope are for the indicated election district.

- Place the Affidavit Ballot Bag in a secure spot, where you can access it any time during voting hours

24. Assemble PSM Poll Pad so it is ready for use.

Sign in on any Poll Pad. (Preferably all inspectors and PSMs would sign in on one Poll Pad)

You are now ready to receive voters.

End of Poll Opening Checklist

Now, we are ready to vote.

Professional Conduct

- Treat all people with respect.
- Address each person in a courteous and professional manner – BOTH Verbally and Non Verbally (non-verbal communication can have more impact than verbal communication).
- Do not make comments or have discussions about ethnic backgrounds, sexual orientation, age, or disabilities of voters or co-workers. Tompkins County has zero tolerance for expressions of discrimination, bias, harassment, or negative stereotyping toward any person or group.
- Do not discuss candidates or issues.

Perfumes and Colognes and Smoking

- Out of courtesy to your co-workers, we ask that you not wear any scented perfumes, after shave lotions or colognes when you are working on Election Day.

- If you need to take a break to smoke, you must be at least 50 feet from the building and not in the path used by voters.

Emergency Procedures

- Call us about any situation that you feel may necessitate moving the polling location as soon as it is safe to do so.
- After conferring with the County Board of Elections and emergency services if necessary, determine if you are able to move all the materials to another room in the building.
- IF THE POLL SITE MUST BE VACATED the Poll Site Managers must make certain that everyone gets out safely.
- Remember that emergencies can include an unsafe or uncomfortable working area.
- Let us know immediately if any voter or other person is abusive or threatening. Try to get the person to talk to us on the phone. If they are unwilling to talk to us and you cannot resolve the situation, CALL 911.
- Let us know if you notice anything that makes you feel unsafe or would make the poll site unsafe for voters.

Poll Watchers

Poll Watchers must present a poll watcher certificate to each election district upon arrival at the poll site.

Poll Watchers may:

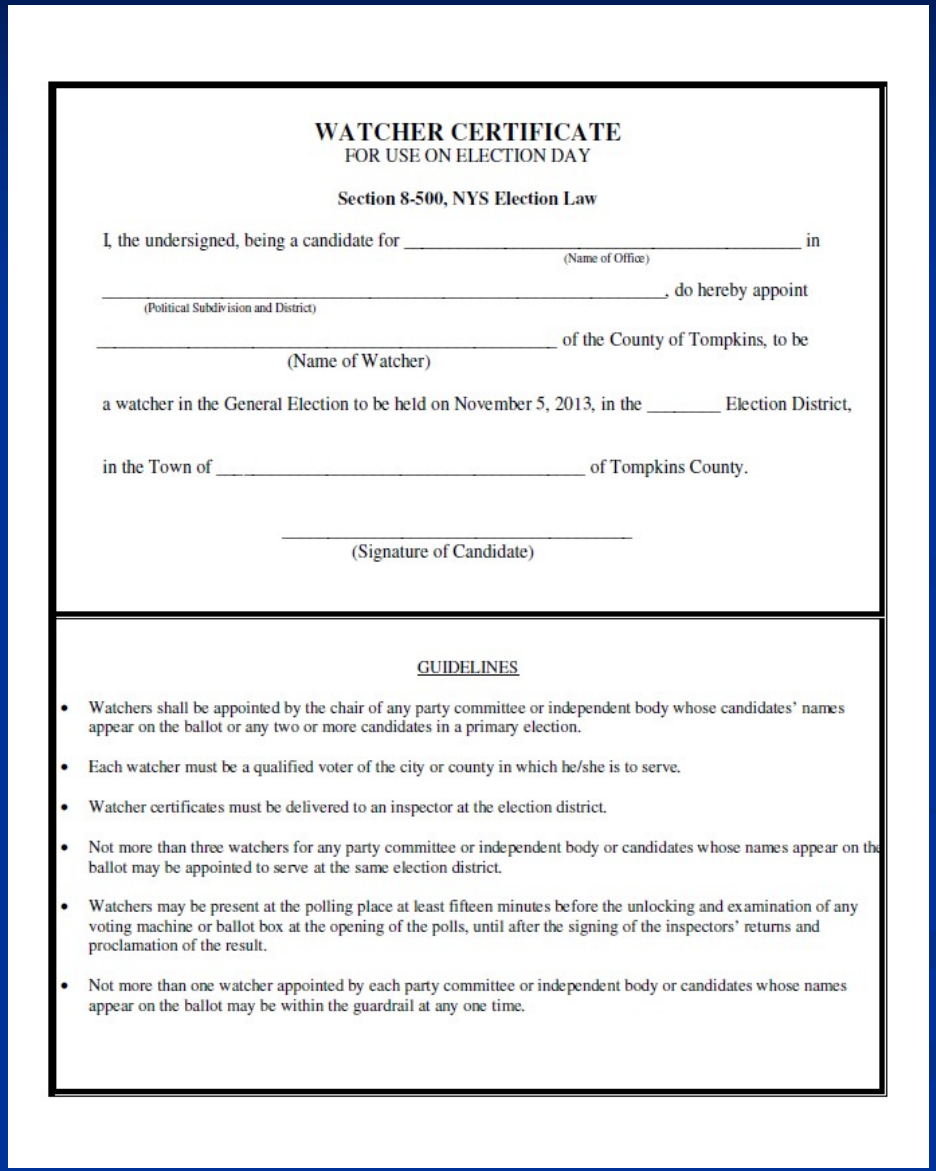
- Be present at the polls from 15 minutes before opening until the signing of the certification report after the polls have closed.
- Observe proceedings.
- Be given information as to who has voted.
- Challenge any person whom they feel is not qualified to vote.

Poll Watchers may NOT:

- Electioneer.
- Disrupt proceedings.
- Talk to voters.
- Sit at the Inspector table.

A Candidate Cannot Serve as a Poll Watcher

Poll Watcher Certificate



WATCHER CERTIFICATE
FOR USE ON ELECTION DAY

Section 8-500, NYS Election Law

I, the undersigned, being a candidate for _____ in
(Name of Office)

_____, do hereby appoint
(Political Subdivision and District)

_____ of the County of Tompkins, to be
(Name of Watcher)

a watcher in the General Election to be held on November 5, 2013, in the _____ Election District,

in the Town of _____ of Tompkins County.

_____
(Signature of Candidate)

GUIDELINES

- Watchers shall be appointed by the chair of any party committee or independent body whose candidates' names appear on the ballot or any two or more candidates in a primary election.
- Each watcher must be a qualified voter of the city or county in which he/she is to serve.
- Watcher certificates must be delivered to an inspector at the election district.
- Not more than three watchers for any party committee or independent body or candidates whose names appear on the ballot may be appointed to serve at the same election district.
- Watchers may be present at the polling place at least fifteen minutes before the unlocking and examination of any voting machine or ballot box at the opening of the polls, until after the signing of the inspectors' returns and proclamation of the result.
- Not more than one watcher appointed by each party committee or independent body or candidates whose names appear on the ballot may be within the guardrail at any one time.

Electioneering

- Poll Site Managers and Inspectors should be aware of electioneering within the 100 Ft. distance markers (from entrance of polling place). Obvious forms of electioneering include handing out political brochures, or wearing buttons or clothing with a candidate's name or issue emblazoned upon them. Discussions relating to any campaign or issue is prohibited.

Be aware of the more subtle forms of electioneering (sometimes even in the possession of a poll worker):

Newspapers with articles about candidates or issues.

Books, pamphlets, tee shirts/clothing with a candidate's name, slogan or party reference on them.

Only authorized persons are allowed in the polling place at any time: Voters waiting to vote or voting; certified Poll Watchers; Poll Workers

•NO LOITERING IS PERMITTED

Voter Privacy

Voting with paper ballots has had a major effect on the privacy a voter is afforded while casting his/her vote. Election Workers must take many precautions to ensure the utmost privacy for each voter.

- Poll Site Managers will issue a yellow privacy folder to each voter as they enter the polling place.
- Encourage the voter to insert their ballot face down into the scanner to help make their vote private.
- All of the yellow voting booths must be positioned so that people cannot walk behind a voter as they are marking their ballot. They should be 6 feet apart.
- Whenever an inspector is dealing with a "spoiled" ballot they must be extra careful not to look at how the ballot was marked.

Disability Awareness

Never assume a voter requires assistance, even though they appear to have different abilities.

General Guidelines

- If you think a voter may need assistance, ask how you can be helpful, and listen to and respect the voter's answers.

- Relax, do not be afraid to ask questions if you are unsure about what to do.

- If a voter is assisted by an aide, Make eye contact and speak directly to the voter, not the aide or anyone else

- Be patient, take as much time as is necessary.

Disability Awareness

Guidelines for Specific Disabilities

Hearing Impairments

• Make eye-contact and speak directly to the voter (not his or her companion). Speak clearly and use short simple sentences. Do not shout.

• Rephrase don't repeat your statements. Sometimes different words are heard and understood better than others.

• Have a pad of paper ready for written communication.

• Keep your hand or other objects away from your mouth and do not chew gum.

Disability Awareness

Guidelines for Specific Disabilities

Speech Impairments

• If you do not understand something, do not pretend you did. Ask the voter to repeat and then repeat it back to make sure you understand correctly. Try to ask questions that require short answers or a nod of the head.

• Do your best to understand the voter but if you continue to have difficulty, ask if the voter can suggest another option for communicating. The voter may often write the question but do not assume that is what the voter should do.

• Do not become impatient or finish sentences for the voter.

Disability Awareness

Guidelines for Specific Disabilities

Mobility Impairments

- Try to place yourself at eye level but do not hover over the voter.
- Do not lean on a wheelchair or other assistive device.
- Do not assume a person that uses a wheelchair wants to be pushed.
- Poll workers are not to push voters or physically help voters.
- Keep the poll site free of clutter or barriers in the path of voters.

Disability Awareness

Guidelines for Specific Disabilities

Visual Impairments

• Identify yourself to the voter (your name, role, and how you can assist the voter). Verbalize what you are doing to help e.g. (I'm locating your name on the voter list)

• Let the voter locate you by the sound of your voice. Do not touch the voter.

• Offer all instructions and assistance verbally. Tell the voter of any obstacles in his or her path

• Notify the voter if you are leaving him or her alone.

Disability Awareness

Guidelines for Specific Disabilities

Cognitive Impairments

• Be patient, flexible, and supportive. Take the time to understand the voter and make sure the voter understands you. Do not try to finish the voter's sentences.

• Try to limit distractions and keep things simple; take one task at a time.

• Offer assistance completing the form or understanding written instructions and provide extra time for decision making.

Disability Awareness

Guidelines for Specific Disabilities

Service Animals

• Many people use service animals for reasons that may not be apparent.

• Dogs are permitted to serve as service animals in New York State.

• Service animals are NOT required to wear identification such as a vest or bandana. If a voter says an animal is a service animal, it is permitted into the polling place. You cannot inquire as to why the voter has a service animal. Do not touch or interact with the service animal.

Polls Open

Affidavit Voters and the PSM Poll Pad

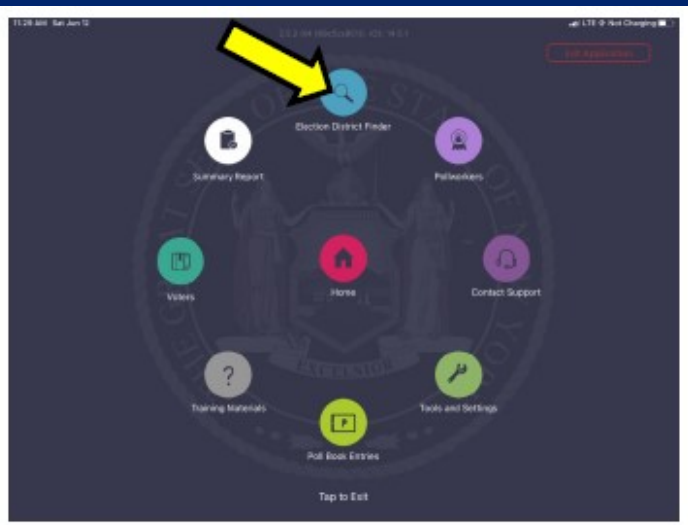
The most important thing you need to determine before you issue a voter an Affidavit Ballot:

Is the Voter in the Correct Poll Site?

Affidavit Voters and the PSM Poll Pad

Use the Election District Finder to:

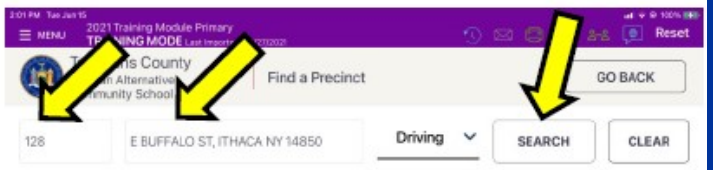
1



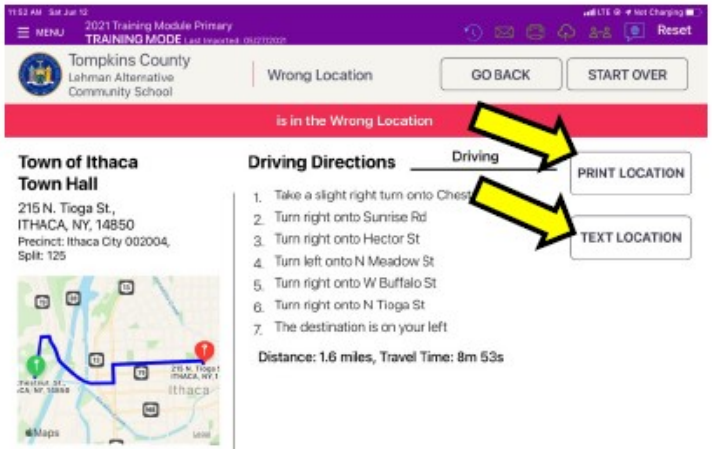
Determine and Guide a Voter to their Correct Poll Site:

1. Hit the “Election District Finder” icon.
2. Enter the voter’s address and hit “Search”.
3. Either print or text directions for the voter to guide them to the correct poll site.

2

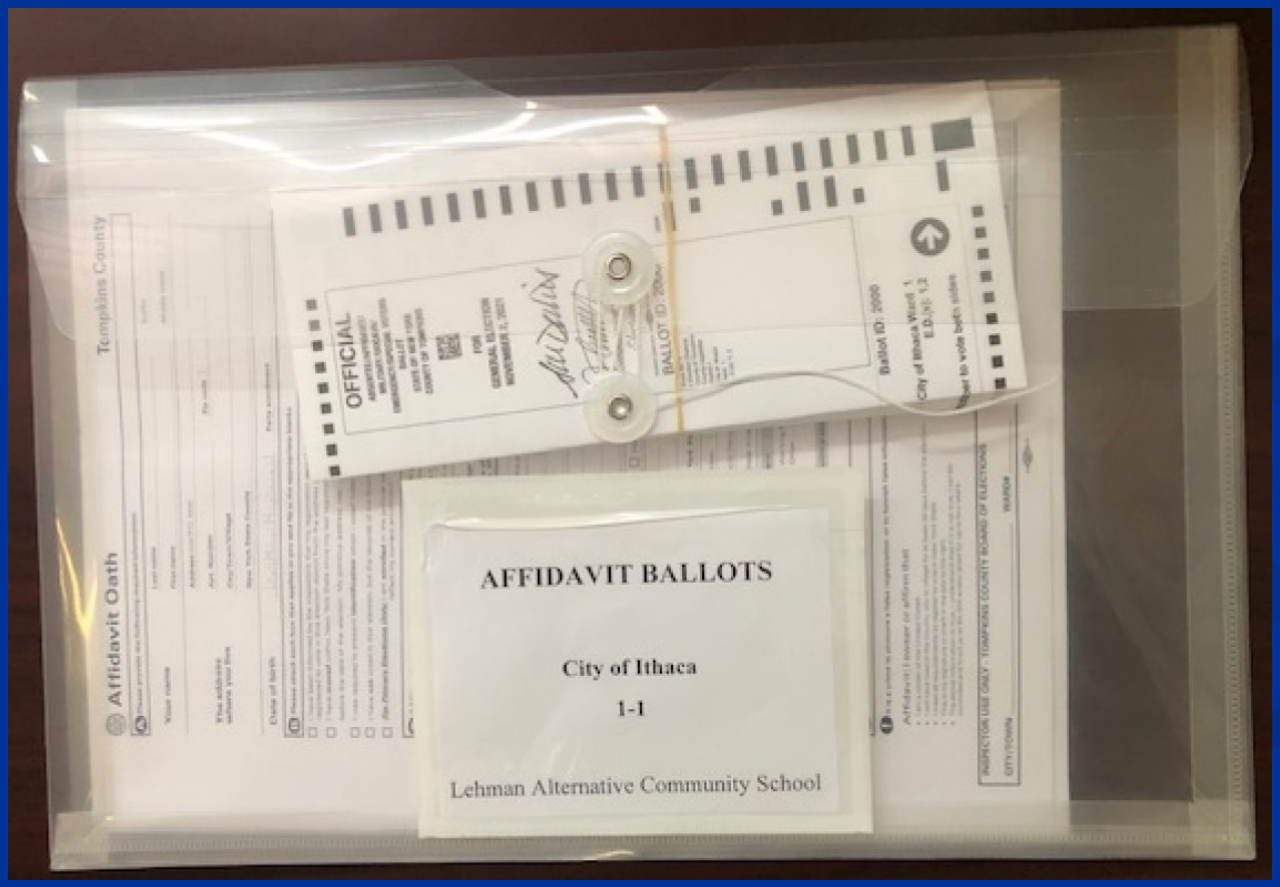


3



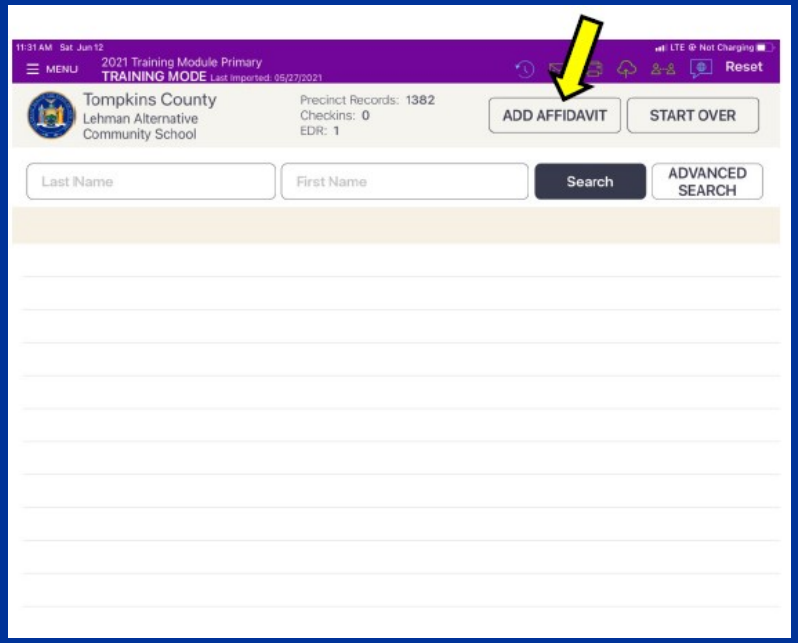
Affidavit Voters and the PSM Poll Pad

You will have a clear plastic sleeve that contains Affidavit Ballots and Envelopes for each Election District at your Poll site. The sleeves will be inside the Poll Opening / Affidavit Ballot Bag.



Affidavit Voters and the PSM Poll Pad

To add an affidavit voter to the Poll Pad, you start the process by hitting the “Add Affidavit” button:



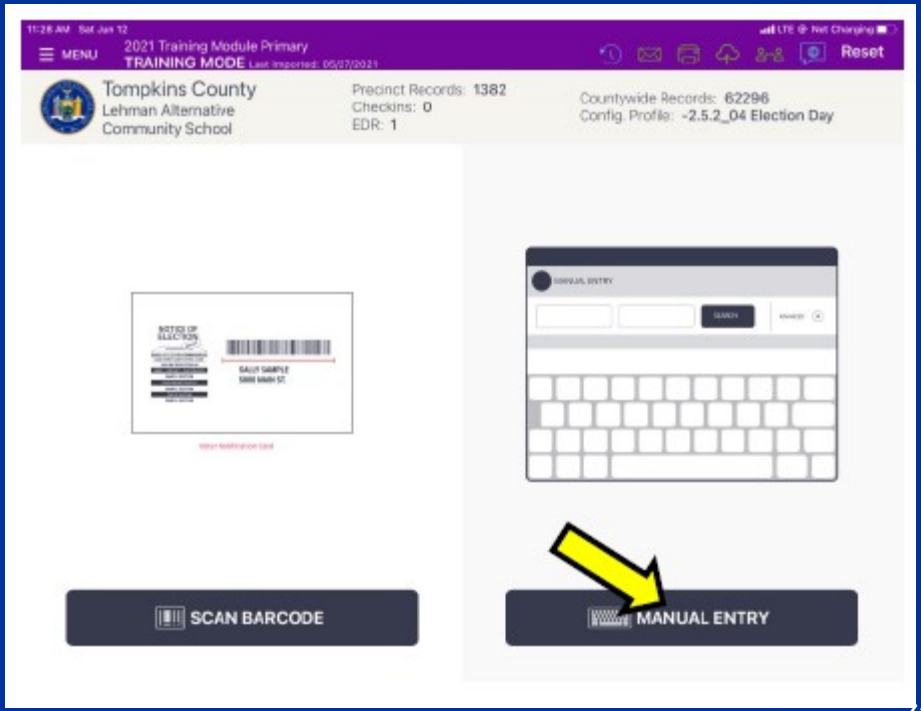
When you need to add an affidavit voter the “Add Affidavit” button is not always available.

When it is available, the button is always located in the same place.

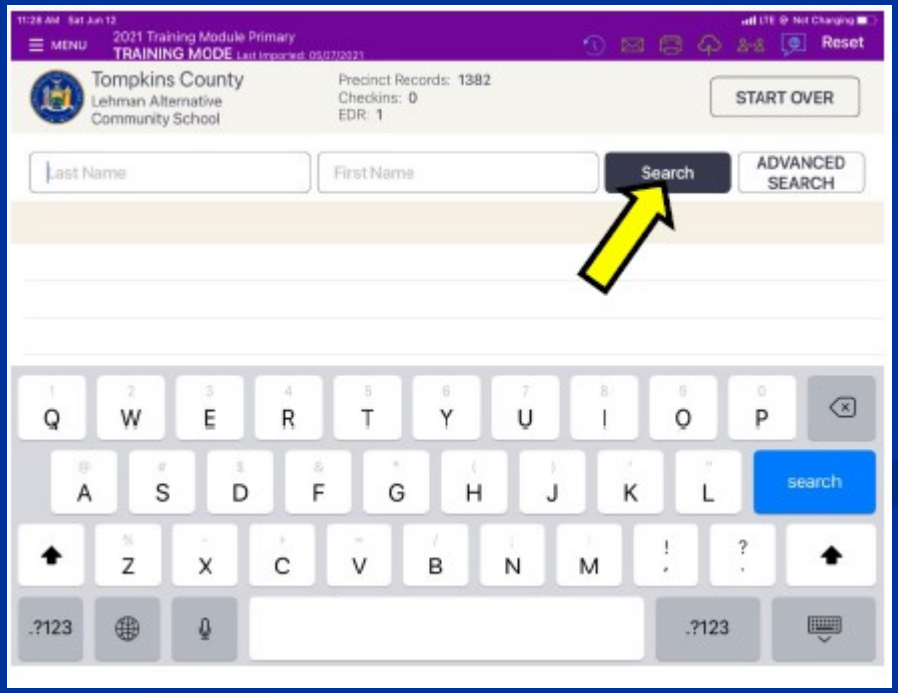
Affidavit Voters and the PSM Poll Pad

If the "**Add Affidavit**" button is not available, access it by going to the start screen (1) and hit the "Manual Entry" tab. When the next screen (2) appears, do not enter any information for the Last Name or First Name. Just hit the "**Search**" button.

1



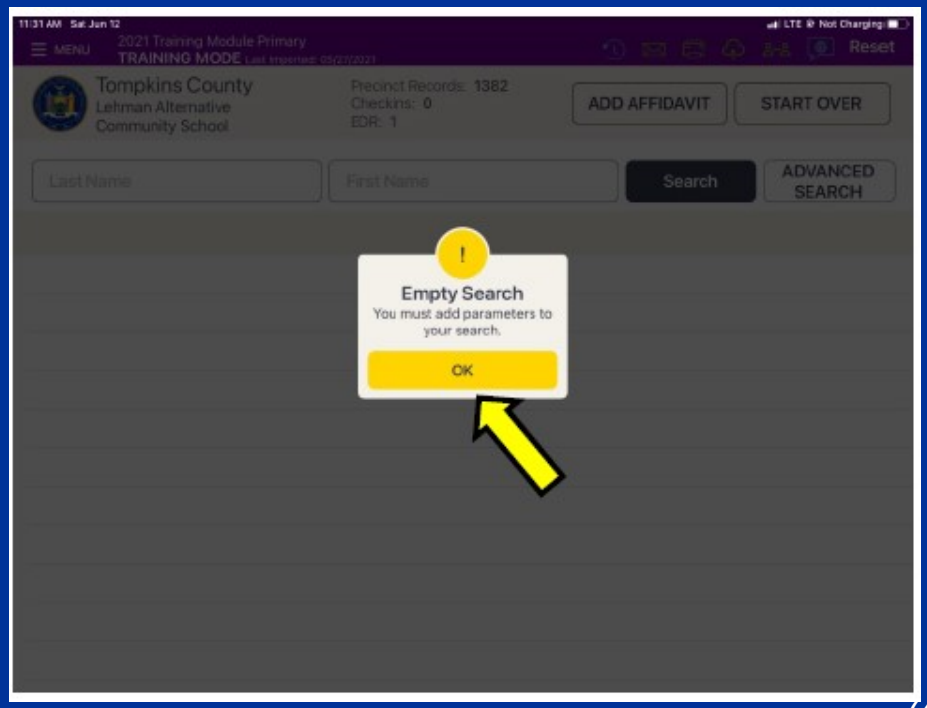
2



Affidavit Voters and the PSM Poll Pad

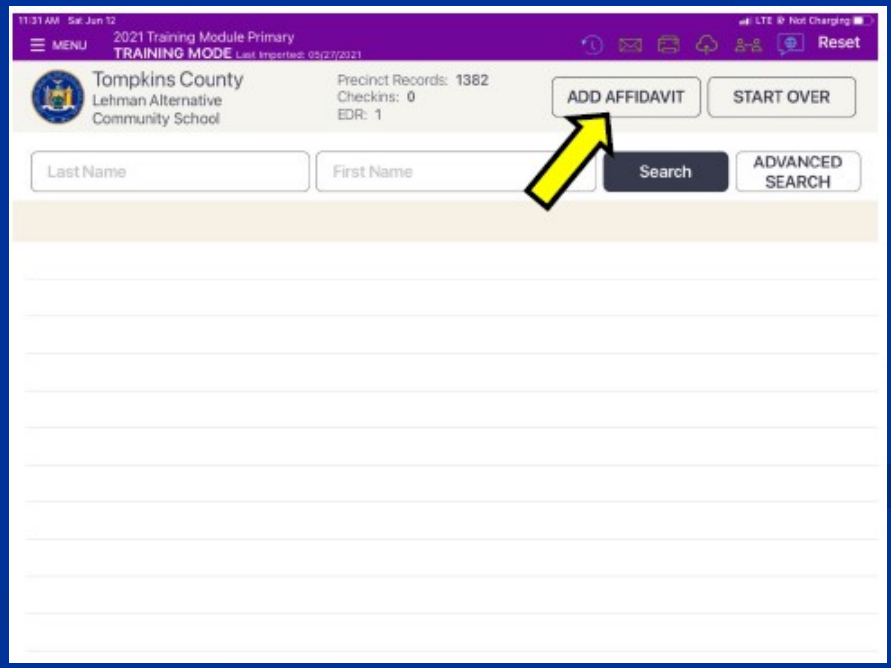
When you hit the button that says “Search”, the following screen will appear. Hit “OK”.

3



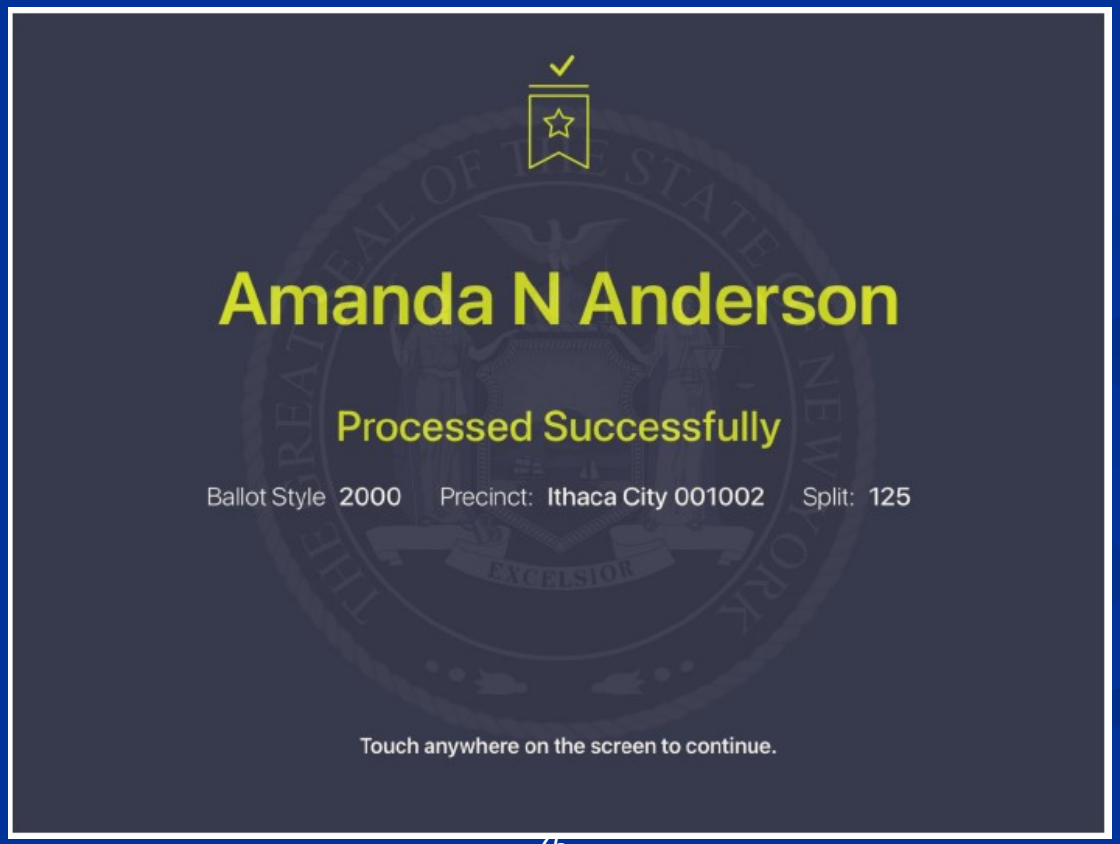
The screen below will appear and you start the process of adding an affidavit voter. Hit “Add Affidavit”.

4



Affidavit Voters and the PSM Poll Pad

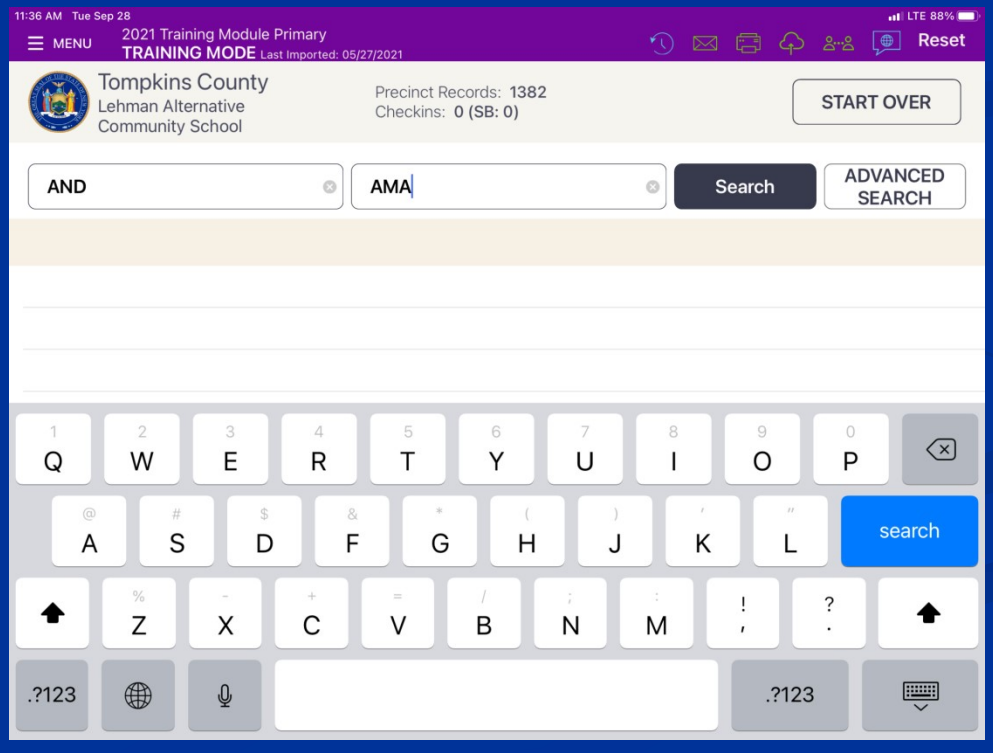
When you have successfully added an affidavit voter you will see a screen that looks similar to this:



Affidavit Voters and the PSM Poll Pad

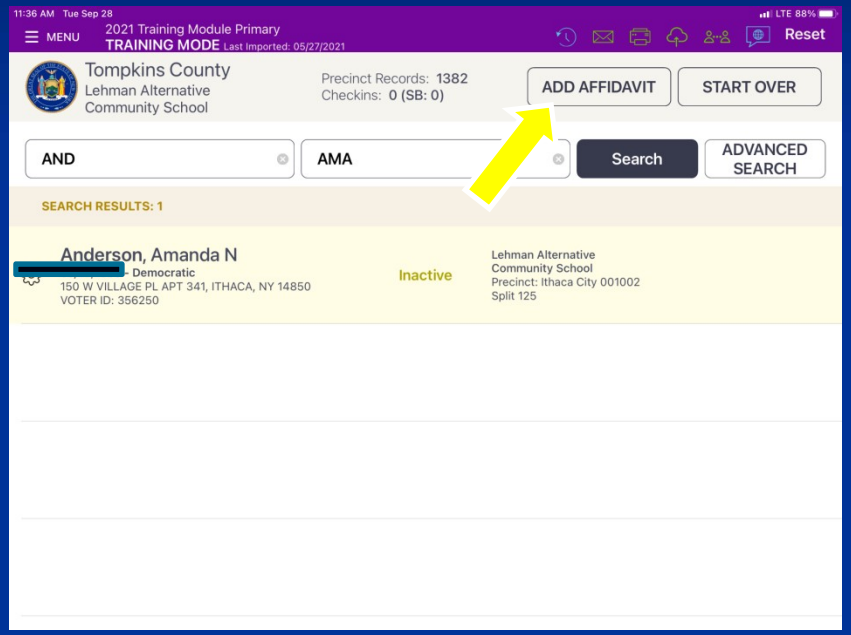
Inactive Voter Who Has Not Moved

Scenario #1 (Inactive Voter Who Has Not Moved): The inspectors have referred a voter, Amanda Anderson to you. To bring up the voter's record, enter the first three letters of the voter's last name and the first three letters of their first name and hit "Search".



Affidavit Voters and the PSM Poll Pad

Inactive Voter Who Has Not Moved



Our records show that Amanda is in “Inactive” status.

She can either go to a judge to seek a Court Order or she can vote by Affidavit Ballot. **In order for her to vote by Affidavit Ballot you need to determine if she is in the correct poll site.**

For all the examples in this presentation the Lehman Alternative Community School is the poll site.

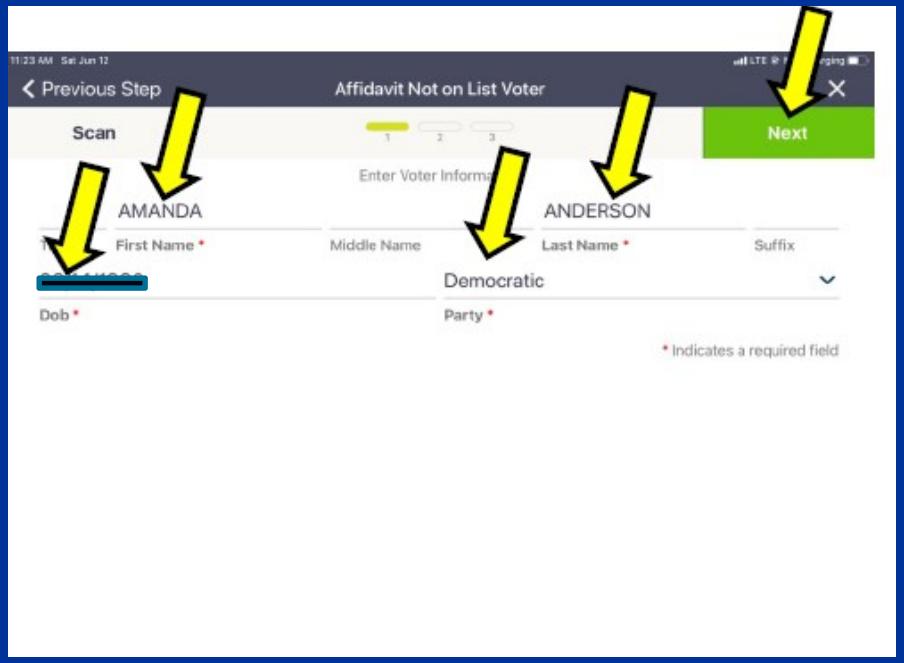
Amanda states that she still lives at the location listed in the Poll Pad. The Poll Pad indicates that Lehman Alternative Community School is the poll site, so she is in the correct location to vote by Affidavit Ballot.

You start by hitting the “ADD AFFIDAVIT” button.

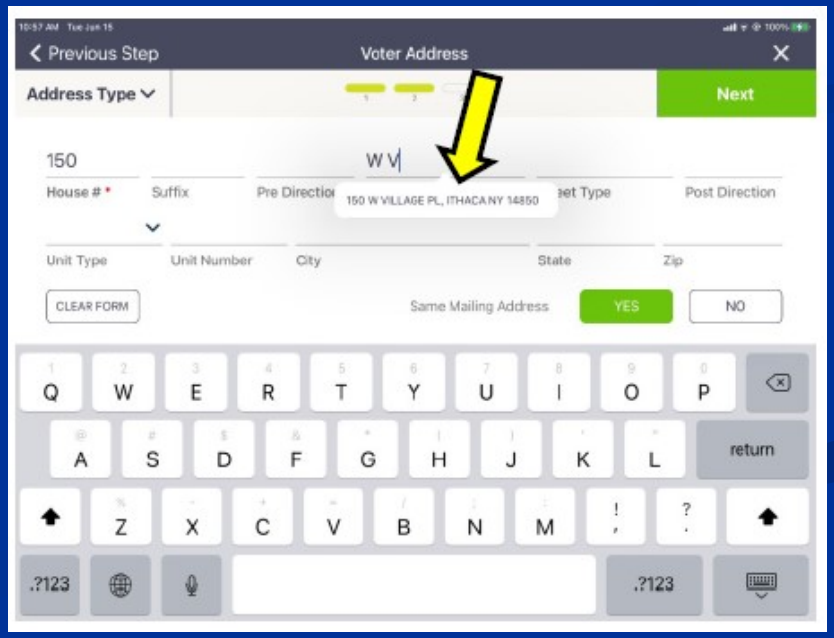
Affidavit Voters and the PSM Poll Pad

Inactive Voter Who Has Not Moved

A screen will appear where you will enter the voter's first name, last name, DOB, and Party. Once you have entered that information, hit "Next".



On the next screen you will need to enter the voter's address, which is 150 W Village Pl, Apt 341. When you begin to type in W Village Pl, the name of the street will appear in the drop down menu. When you hit that with the stylus it will populate the rest of the address. You may have to enter the Apt #.

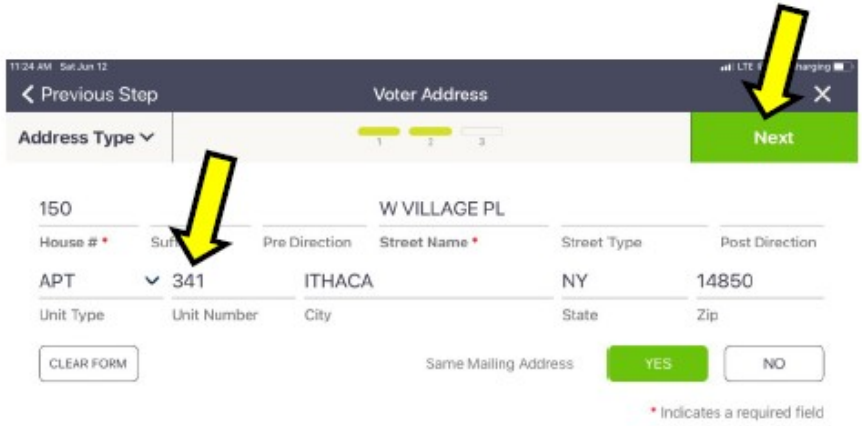


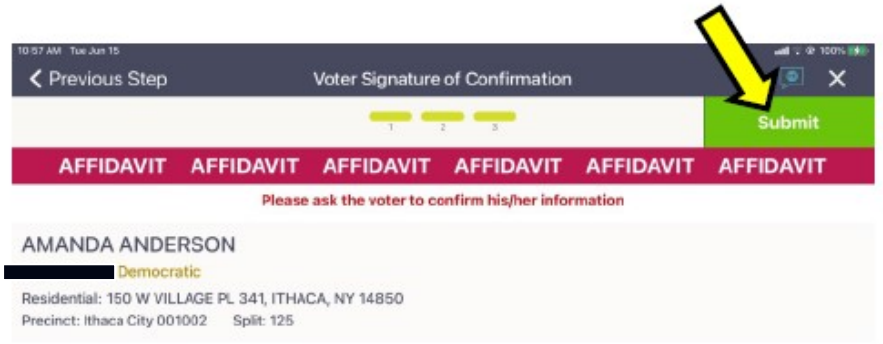
Affidavit Voters and the PSM Poll Pad

Inactive Voter Who Has Not Moved

The rest of the voter's address populates. You enter the Apt # and hit "Next".

This screen will appear. Ask the voter to confirm the information. If it is correct, hit "Submit".



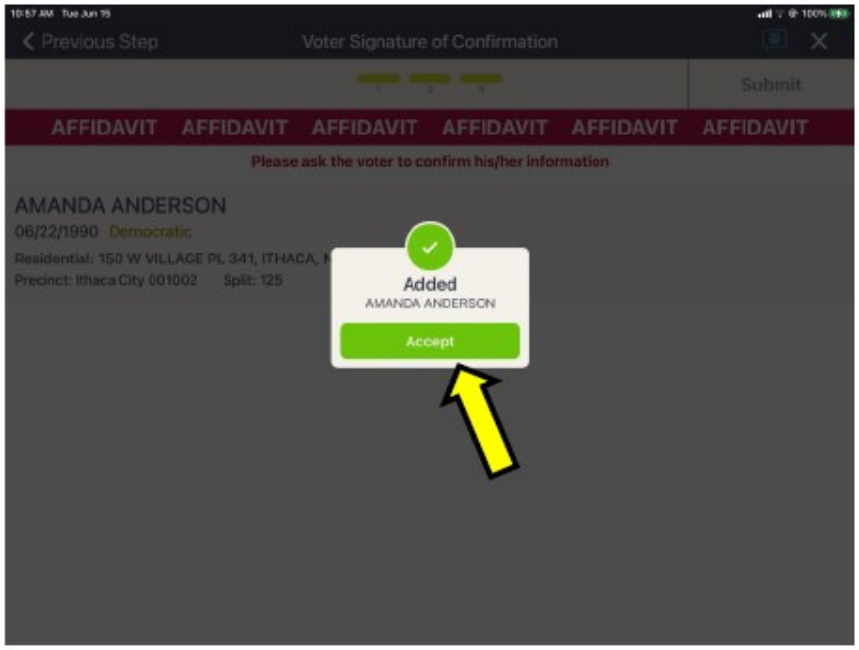


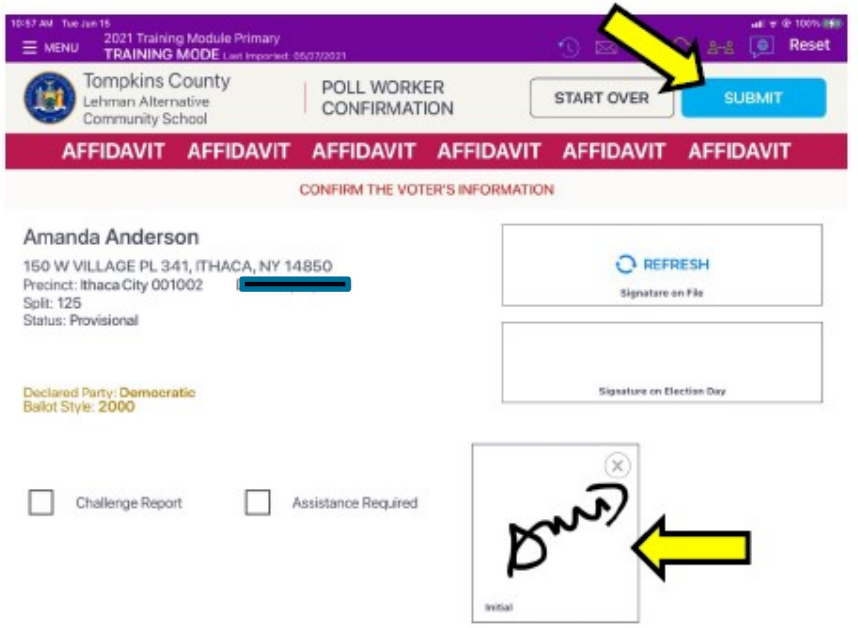
Affidavit Voters and the PSM Poll Pad

Inactive Voter Who Has Not Moved

You will see a message that Amanda Anderson has been added to the Poll Pad as an Affidavit Voter. Hit “Accept”.

In the screen that appears you will verify the voter’s information and write your initials in the box. Then hit “Submit”.



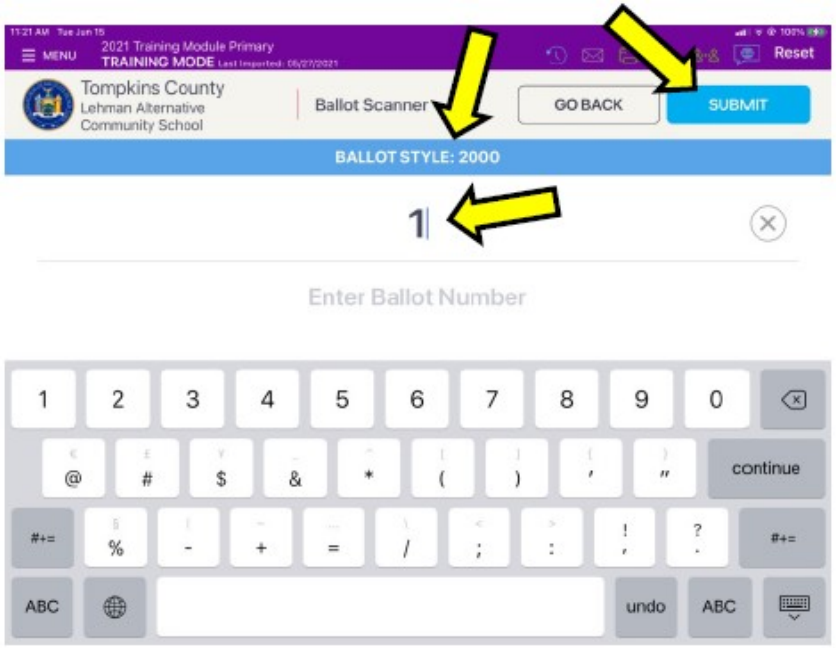


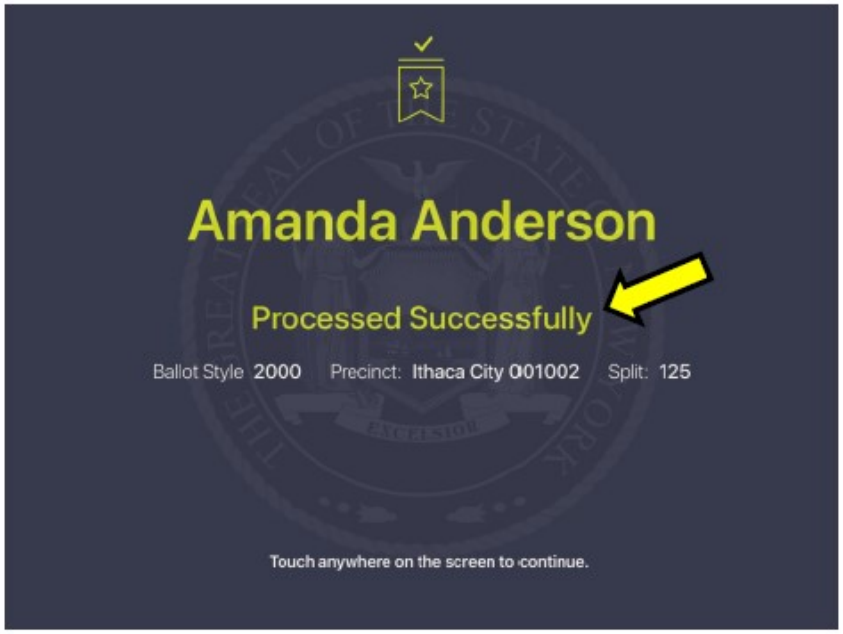
Affidavit Voters and the PSM Poll Pad

Inactive Voter Who Has Not Moved

The screen indicates you will issue the voter Ballot Style 2000 and you will need to enter the Ballot Number. In this example, because it is the first ballot you are issuing, type in “1” and hit “Submit”.

The next screen shows Amanda Anderson has been “Processed Successfully”. The printer will print a ticket confirming this information. You then will issue the voter an Affidavit Ballot and Envelope.



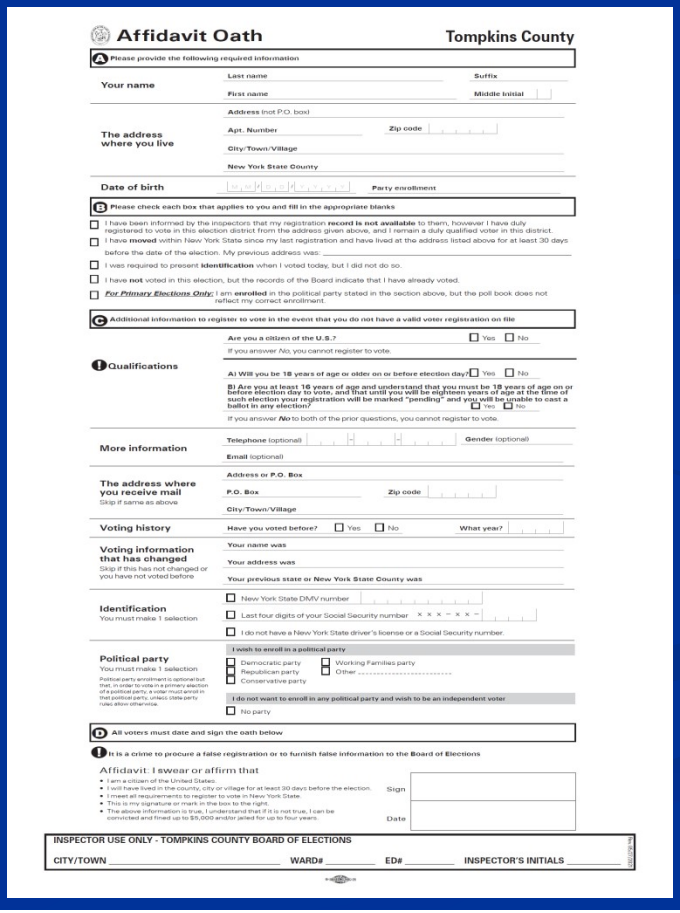


Affidavit Voters and the PSM Poll Pad

Inactive Voter Who Has Not Moved

Printer produces a ticket with the voter's name and the Ballot Style they will be using.

Give the voter an Affidavit Ballot Envelope and the correct Affidavit Ballot for their Election District. Voter must complete all the requested information on the front of the envelope and sign their name. They will mark their choices on the Affidavit Ballot and put it in the envelope, seal it, and return it to you.



Affidavit Oath — Tompkins County

A Please provide the following required information

Your name: Last name; First name; Suffix; Middle Initial

The address where you live: Address (not P.O. box); Apt. Number; Zip code; City/Town/Village; New York State County

Date of birth; Party enrollment

B Please check each box that applies to you and fill in the appropriate blanks

- ☐ I have been informed by the inspectors that my registration **record is not available** to them, however I have duly registered to vote in this election district from the address given above, and I remain a duly qualified voter in this district.
- ☐ I have **moved** within New York State since my last registration and have lived at the address listed above for at least 30 days before the date of the election. My previous address was:
- ☐ I was required to present **identification** when I voted today, but I did not do so.
- ☐ I have **not** voted in this election, but the records of the Board indicate that I have already voted.
- ☐ ***For Primary Elections Only:*** I am **enrolled** in the political party stated in the section above, but the poll book does not reflect my correct enrollment.

C Additional information to register to vote in the event that you do not have a valid voter registration on file

Qualifications: Are you a citizen of the U.S.? ☐ Yes ☐ No — If you answer *No*, you cannot register to vote.
A) Will you be 18 years of age or older on or before election day? ☐ Yes ☐ No
B) Are you at least 16 years of age and understand that you must be 18 years of age on or before election day to vote, and that until you will be eighteen years of age at the time of such election your registration will be marked "pending" and you will be unable to cast a ballot in any election? ☐ Yes ☐ No
If you answer *No* to both of the prior questions, you cannot register to vote.

More information: Telephone (optional); Gender (optional); Email (optional)

The address where you receive mail (Skip if same as above): Address or P.O. Box; P.O. Box; Zip code; City/Town/Village

Voting history: Have you voted before? ☐ Yes ☐ No; What year?

Voting information that has changed (Skip if this has not changed or you have not voted before): Your name was; Your address was; Your previous state or New York State County was

Identification (You must make 1 selection): ☐ New York State DMV number; ☐ Last four digits of your Social Security number × × × – × × –; ☐ I do not have a New York State driver's license or a Social Security number.

Political party (You must make 1 selection): I wish to enroll in a political party — ☐ Democratic party ☐ Republican party ☐ Conservative party ☐ Working Families party ☐ Other _____
Political party enrollment is optional but that, in order to vote in a primary election of a political party, a voter must enroll in that political party, unless state party rules allow otherwise.
I do not want to enroll in any political party and wish to be an independent voter — ☐ No party

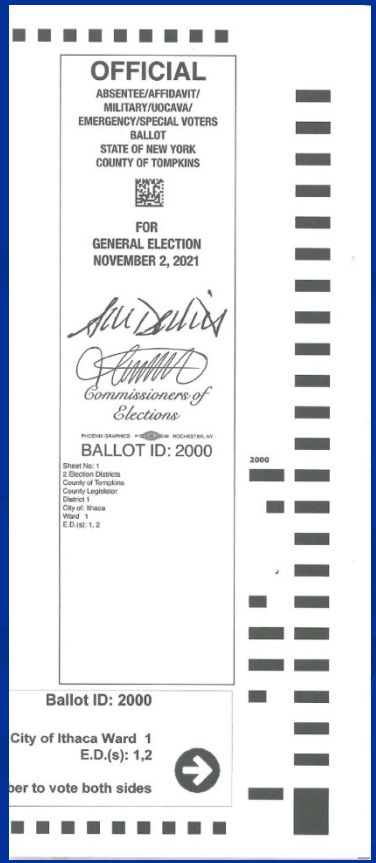
D All voters must date and sign the oath below

It is a crime to procure a false registration or to furnish false information to the Board of Elections

Affidavit: I swear or affirm that
- I am a citizen of the United States.
- I will have lived in the county, city or village for at least 30 days before the election.
- I meet all requirements to register to vote in New York State.
- This is my signature or mark in the box to the right.
- The above information is true. I understand that if it is not true, I can be convicted and fined up to $5,000 and/or jailed for up to four years.

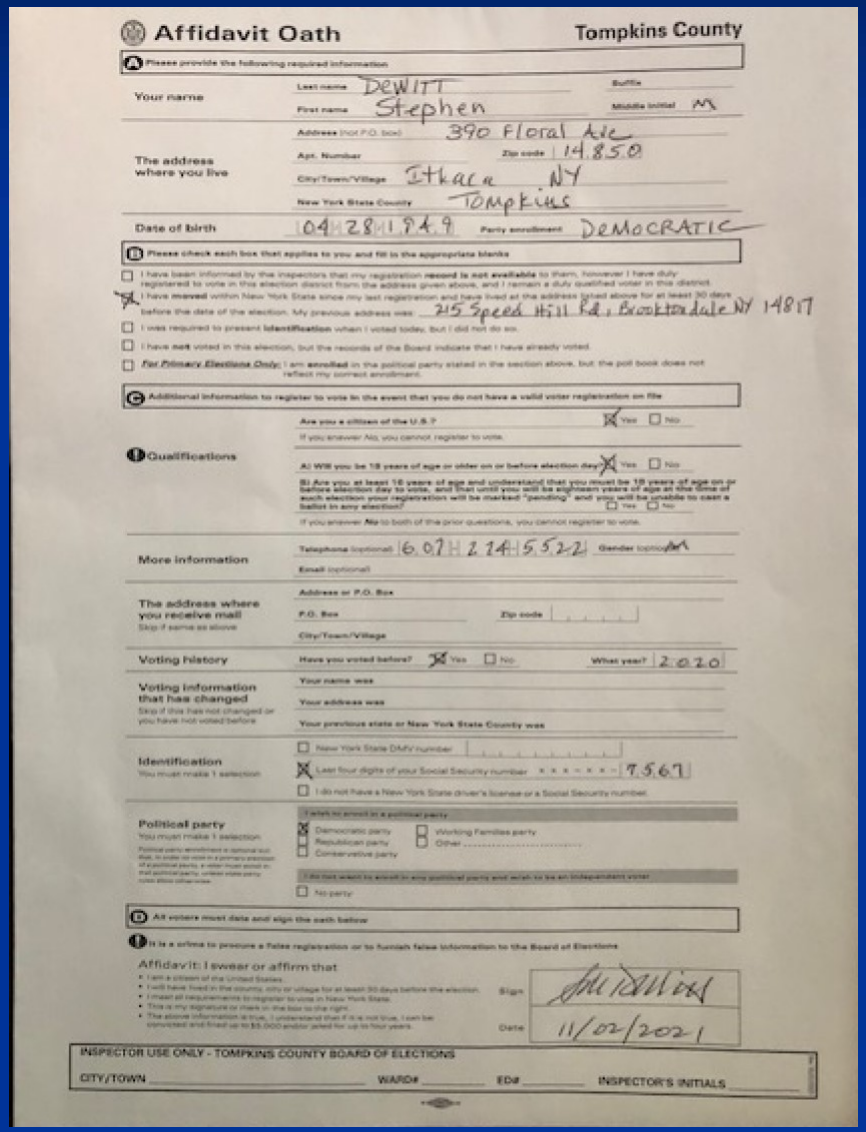
Sign; Date

INSPECTOR USE ONLY - TOMPKINS COUNTY BOARD OF ELECTIONS
CITY/TOWN _____ WARD# _____ ED# _____ INSPECTOR'S INITIALS _____



Affidavit Voters and the PSM Poll Pad

Inactive Voter Who Has Not Moved



Affidavit Oath — Tompkins County

A Please provide the following required information

Your name: Last name DeWITT; First name Stephen; Middle initial M

The address where you live: Address (not P.O. box) 390 Floral Ave; Apt. Number; Zip code 14850; City/Town/Village Ithaca NY; New York State County Tompkins

Date of birth 04/28/1949; Party enrollment DEMOCRATIC

B Please check each box that applies to you and fill in the appropriate blanks

- ☐ I have been informed by the inspectors that my registration record is not available to them, however I have duly registered to vote in this election district from the address given above, and I remain a duly qualified voter in this district.
- ☒ I have moved within New York State since my last registration and have lived at the address listed above for at least 30 days before the date of the election. My previous address was 215 Speed Hill Rd, Brooktondale NY 14817
- ☐ I was required to present identification when I voted today, but I did not do so.
- ☐ I have not voted in this election, but the records of the Board indicate that I have already voted.
- ☐ For Primary Elections Only: I am enrolled in the political party stated in the section above, but the poll book does not reflect my correct enrollment.

C Additional information to register to vote in the event that you do not have a valid voter registration on file

Qualifications: Are you a citizen of the U.S.? ☒ Yes ☐ No (If you answer No, you cannot register to vote.) Will you be 18 years of age or older on or before election day? ☒ Yes ☐ No. B) Are you at least 16 years of age and understand that you must be 18 years of age on or before election day to vote, and that until you will be eighteen years of age at the time of such election your registration will be marked "pending" and you will be unable to cast a ballot in any election? ☐ Yes ☐ No (If you answer No to both of the prior questions, you cannot register to vote.)

More information: Telephone (optional) 607 272 5522; Gender (optional) M; Email (optional)

The address where you receive mail (Skip if same as above): Address or P.O. Box; P.O. Box; Zip code; City/Town/Village

Voting history: Have you voted before? ☒ Yes ☐ No; What year? 2020

Voting information that has changed (Skip if this has not changed or you have not voted before): Your name was; Your address was; Your previous state or New York State County was

Identification (You must make 1 selection): ☐ New York State DMV number; ☒ Last four digits of your Social Security number xxx-xx-7567; ☐ I do not have a New York State driver's license or a Social Security number.

Political party (You must make 1 selection): I wish to enroll in a political party — ☒ Democratic party; ☐ Republican party; ☐ Conservative party; ☐ Working Families party; ☐ Other. I do not wish to enroll in any political party and wish to be an independent voter — ☐ No party

D All voters must date and sign the oath below

It is a crime to procure a false registration or to furnish false information to the Board of Elections

Affidavit: I swear or affirm that
- I am a citizen of the United States.
- I will have lived in the county, city or village for at least 30 days before the election.
- I meet all requirements to register to vote in New York State.
- This is my signature or mark on the box to the right.
- The above information is true. I understand that if it is not true, I can be convicted and fined up to $5,000 and/or jailed for up to four years.

Sign [signature] Date 11/02/2021

INSPECTOR USE ONLY - TOMPKINS COUNTY BOARD OF ELECTIONS

CITY/TOWN _____ WARD# _____ ED# _____ INSPECTOR'S INITIALS _____

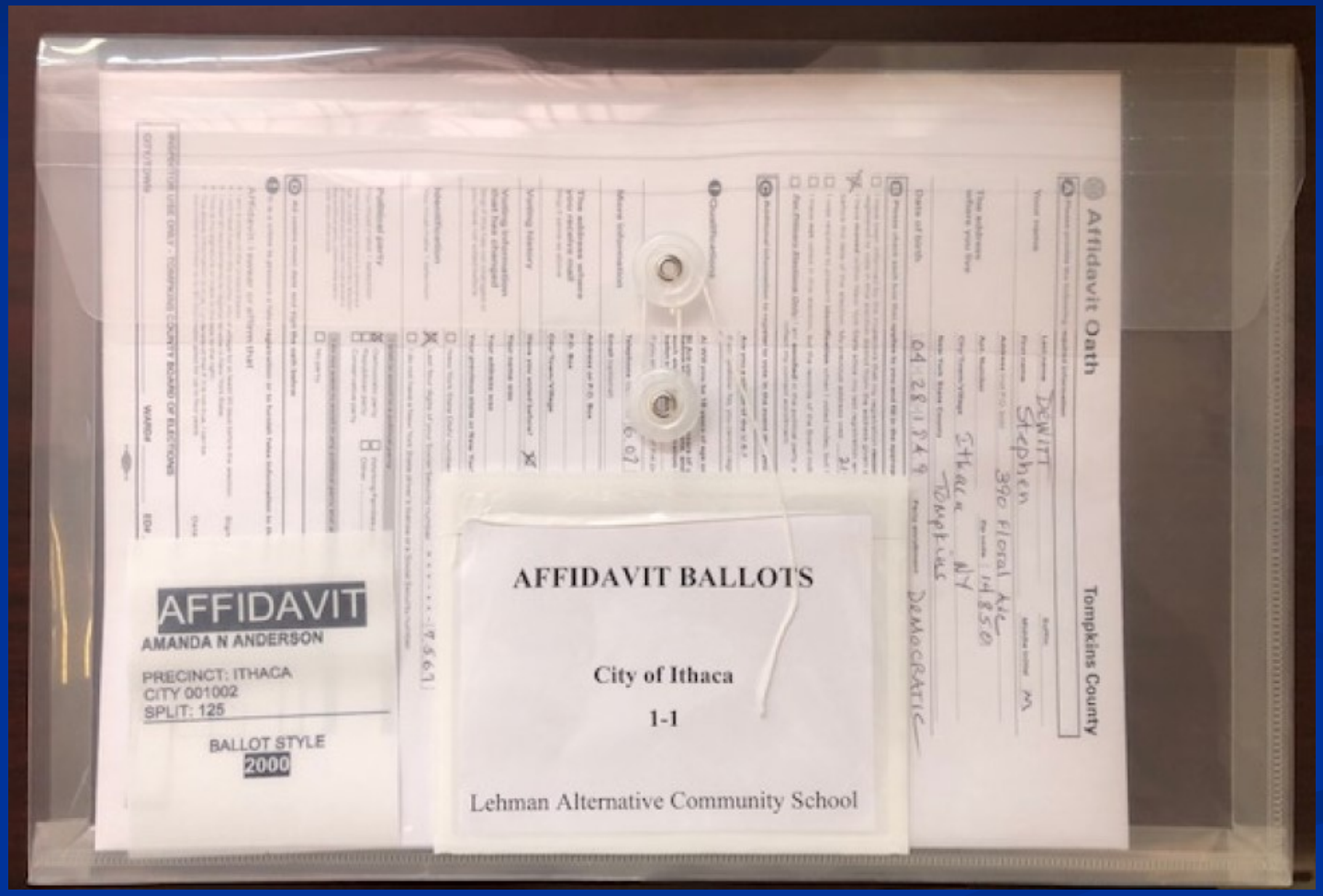
When the voter has completed the information on the envelope, has voted their ballot and placed it inside the envelope and sealed it, they will return the envelope to you.

Check to see they have completed the envelope and they have sealed their ballot inside the envelope. Write in the required information at the bottom of the envelope and a PSM from each party should initial it.

Place the Affidavit Ballot Envelope and the ticket that was produced by the printer inside the clear plastic sleeve for your Election District (as shown on next page).

Affidavit Voters and the PSM Poll Pad

Inactive Voter Who Has Not Moved



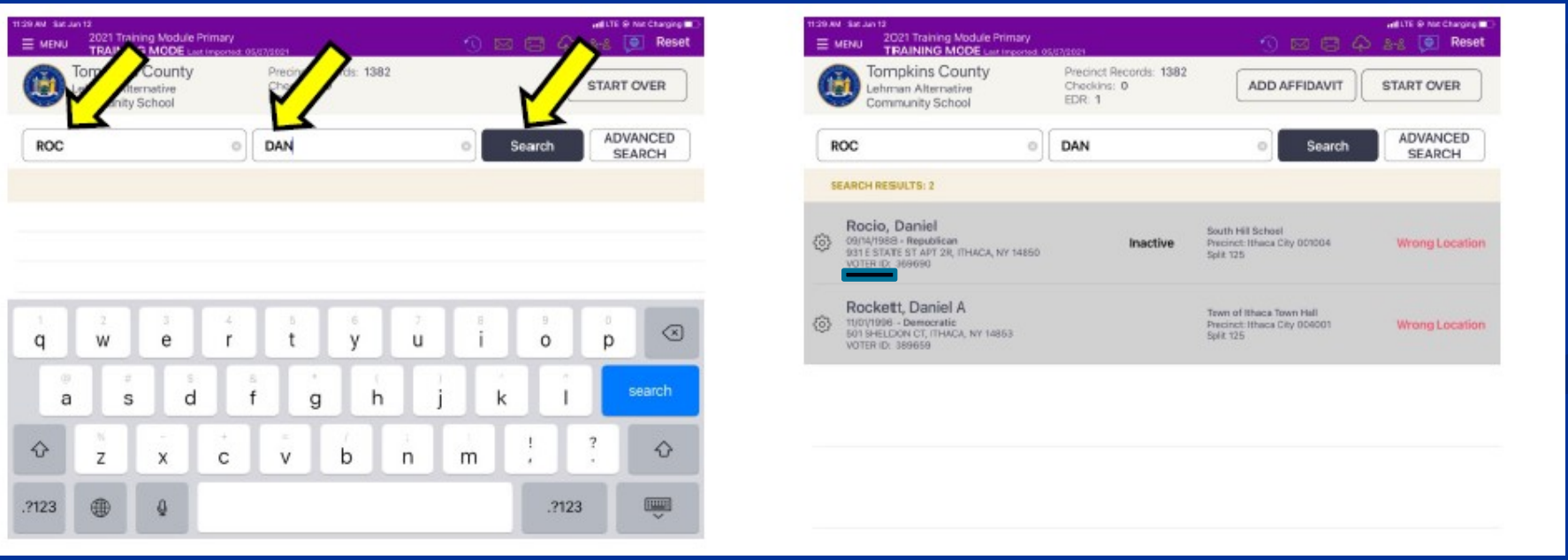
Affidavit Voters and the PSM Poll Pad

Active (or Inactive) Voter Who Has Moved

Scenario #2: Active Voter that has Moved: Daniel A. Rockett has moved to 155 Chestnut St and believes he is in the correct poll site to vote. The following process is also used for Inactive Voters who have moved.

Enter the first three letters of his last and first name and hit “Search”.

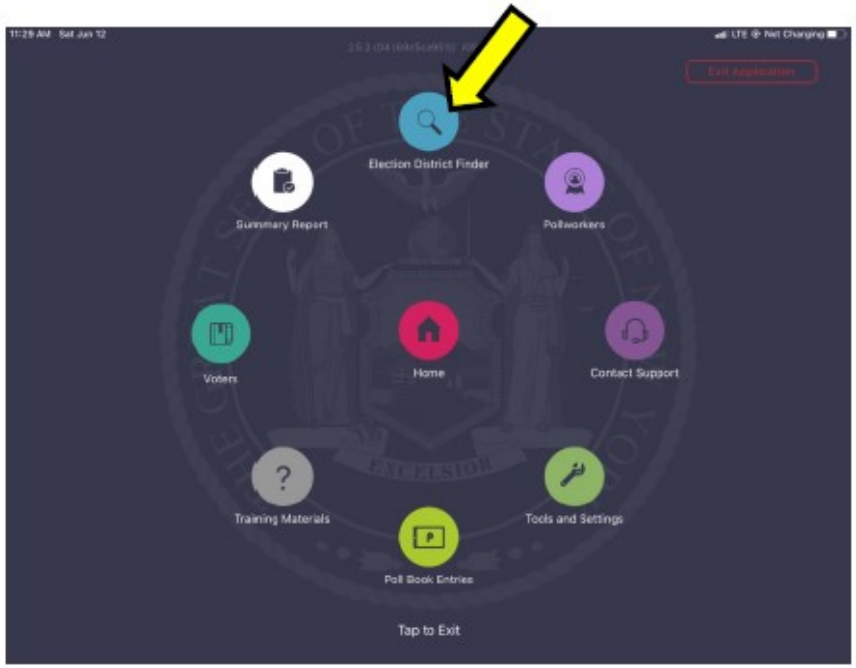
Daniel shows up as an enrolled Democrat registered to vote at his previous address.



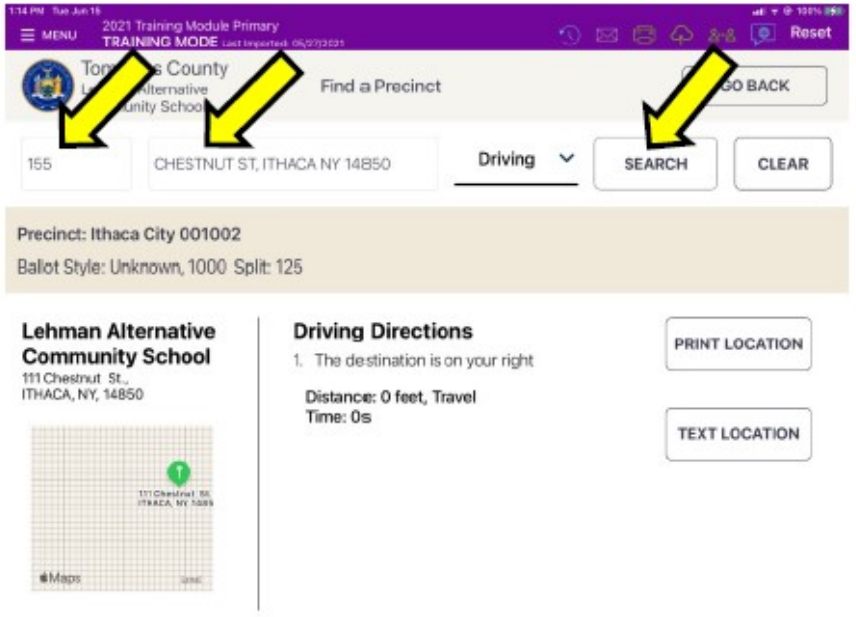
Affidavit Voters and the PSM Poll Pad

Active (or Inactive) Voter Who Has Moved

You need to determine if Daniel **is in the correct poll site.** Hit the "Menu" icon in the upper left hand corner of the screen. When the screen below appears hit the icon for "Election District Finder".



Enter Daniel's new address and hit "Search". The search results shows that Lehman Alternatives Community School is where he should vote. He is in the correct polling place. Now enter Daniel into the Poll Pad as an Affidavit Voter.

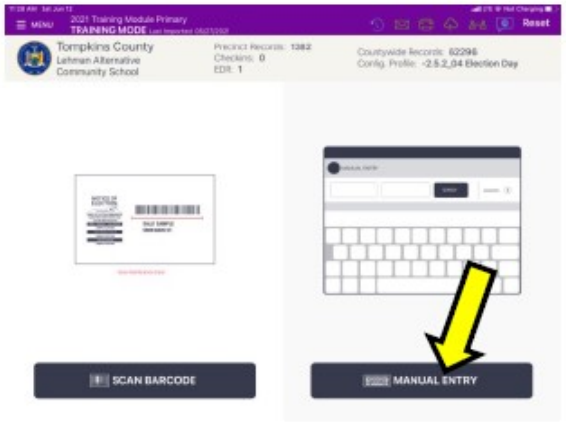


Affidavit Voters and the PSM Poll Pad

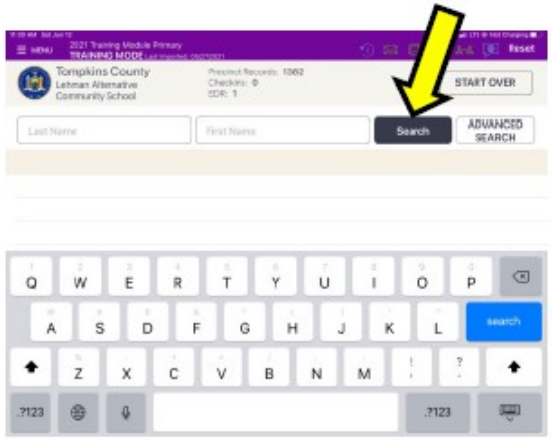
Active (or Inactive) Voter Who Has Moved

Add Daniel as an Affidavit Voter by hitting “Manual Entry” (1); then hit “Search” without entering anything into the search field (2); then hit “OK” in the notice of “Empty Search” (3); and hit “ADD AFFIDAVIT” on the resulting screen (4).

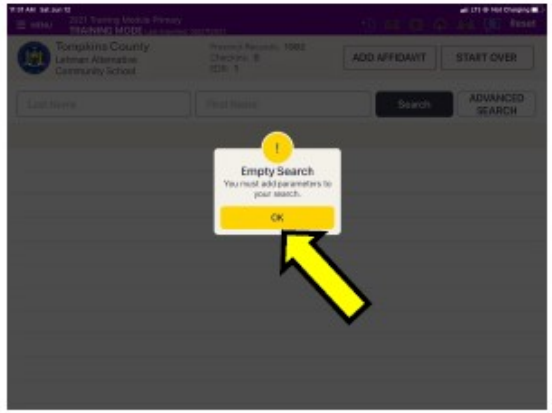
1



2



3



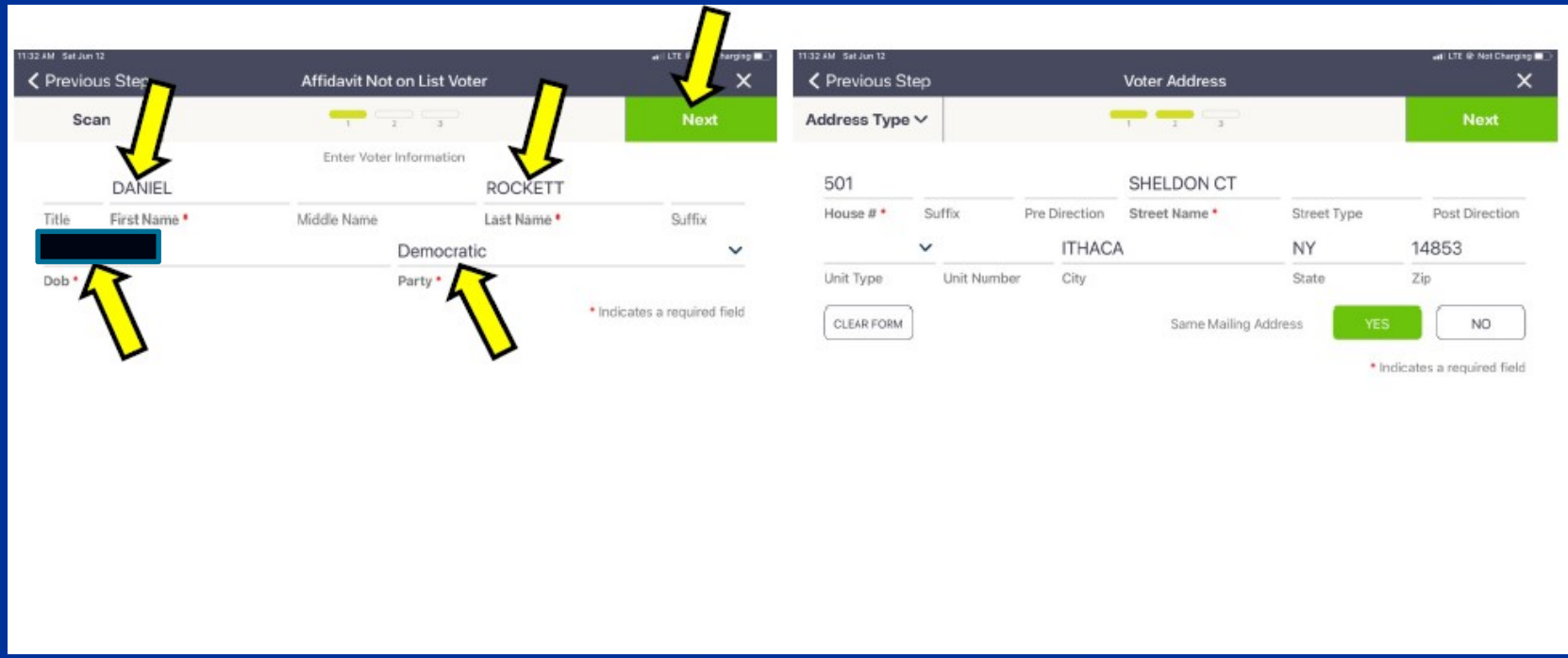
4

Affidavit Voters and the PSM Poll Pad

Active (or Inactive) Voter Who Has Moved

On the next screen, enter the “First Name”, “Last Name”, “DOB”, and “Party” and hit “Next”.

The next screen shows Daniel’s old address. You will need to enter his new address.

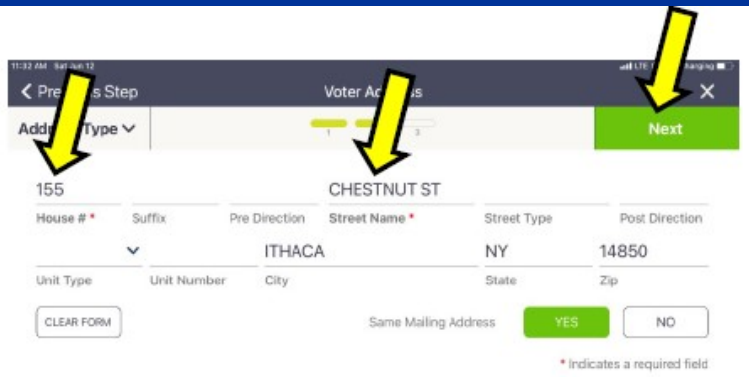


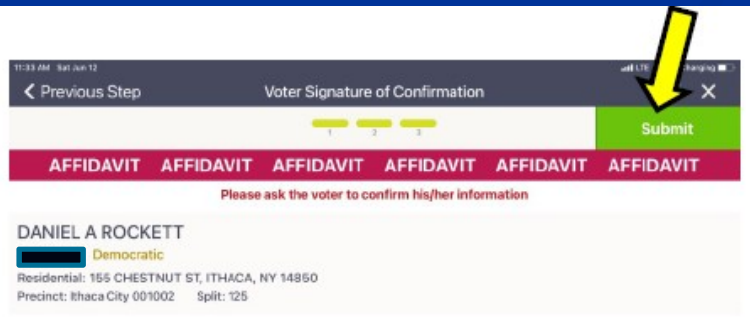
Affidavit Voters and the PSM Poll Pad

Active (or Inactive) Voter Who Has Moved

When you touch the stylus to "House #" all the information for his previous address disappears. Enter his new address and hit "Next".

Ask Daniel to confirm the new information and hit "Submit".



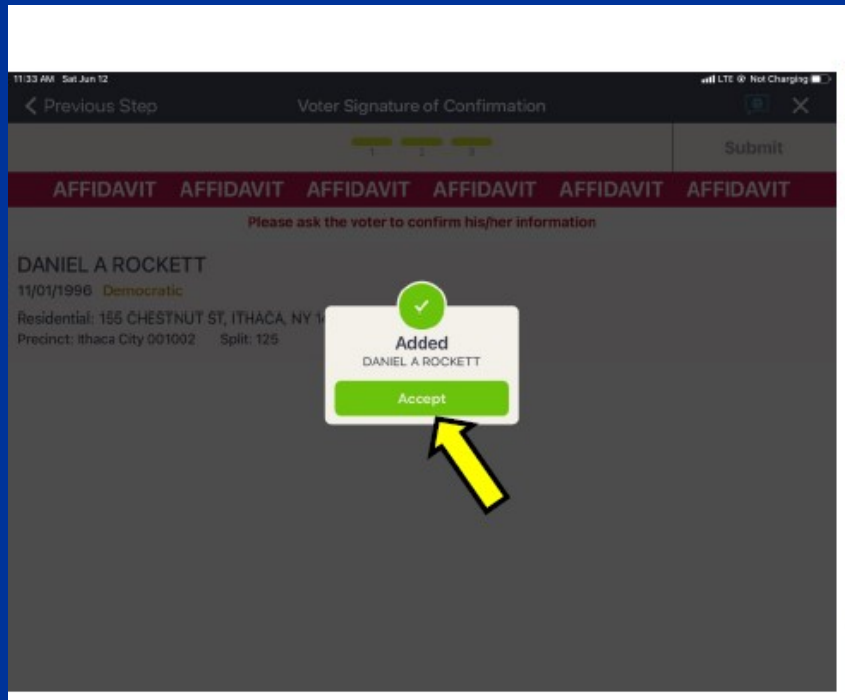


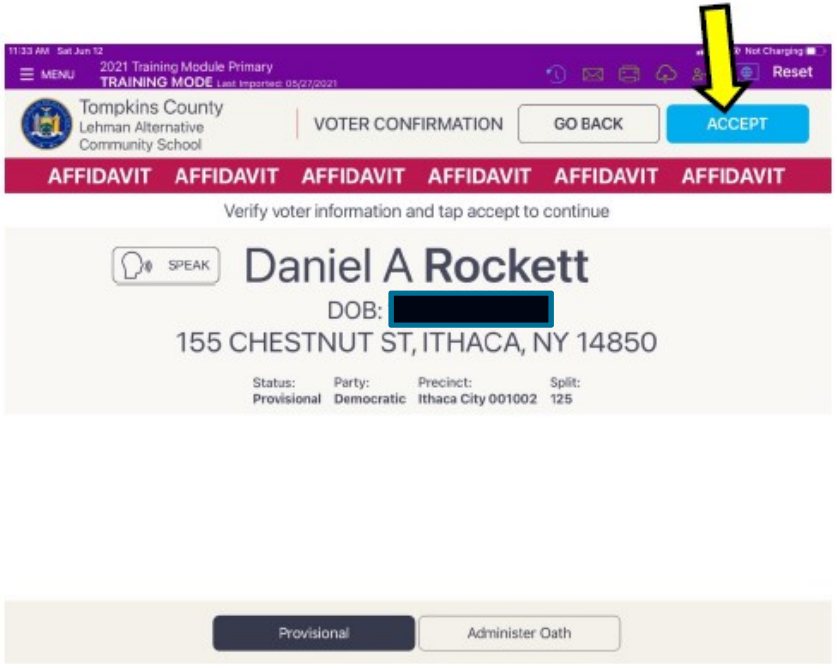
Affidavit Voters and the PSM Poll Pad

Active (or Inactive) Voter Who Has Moved

The next screen indicates that Daniel has been added to the list of Affidavit Voters. Hit “Accept”.

Verify the voter information and hit “Accept” to continue.



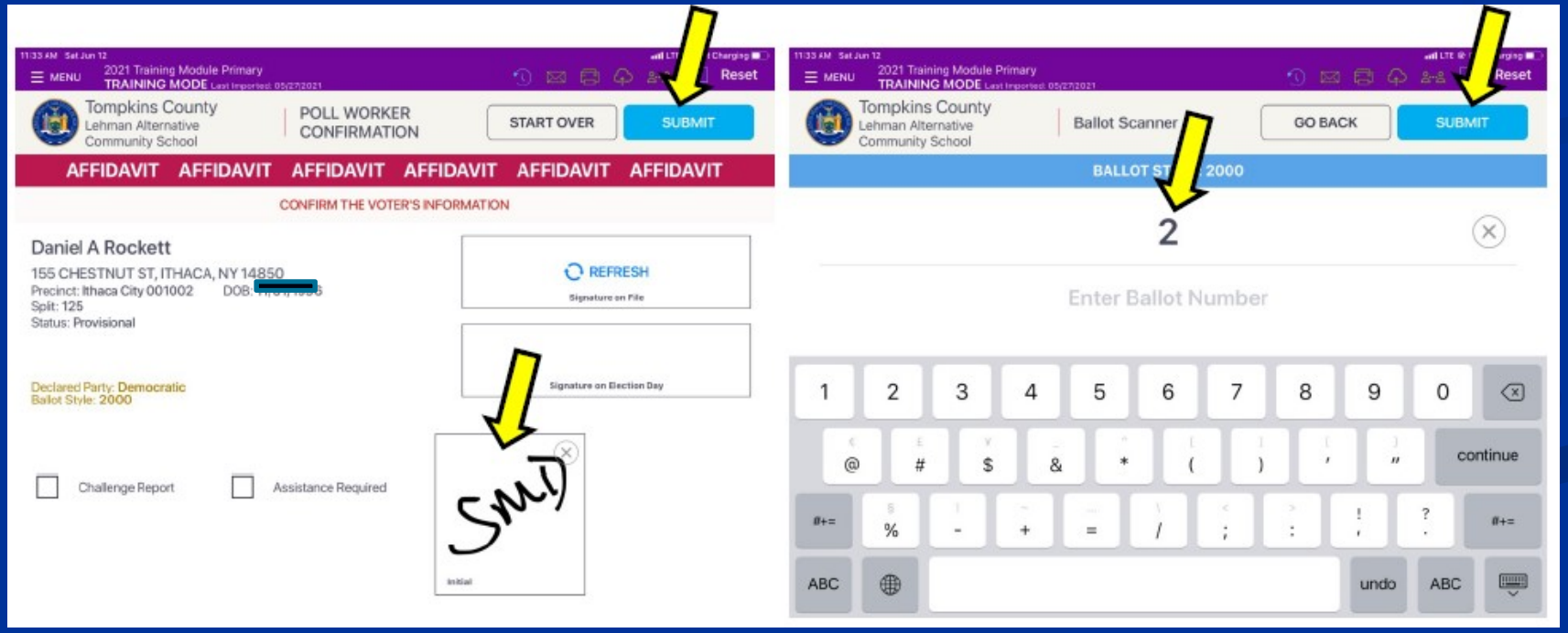


Affidavit Voters and the PSM Poll Pad

Active (or Inactive) Voter Who Has Moved

Confirm the voter's information by writing your initials in the square box and hit "Submit".

On the screen that appears it indicates you will issue the voter Ballot Style 2000 and you will enter the Ballot Number. In this example, because it is the second ballot you are issuing, you type in "2" and hit "Submit".



Affidavit Voters and the PSM Poll Pad

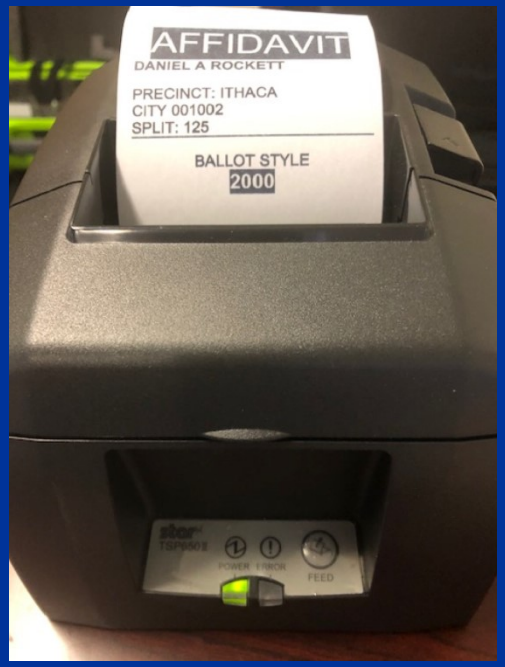
Active (or Inactive) Voter Who Has Moved

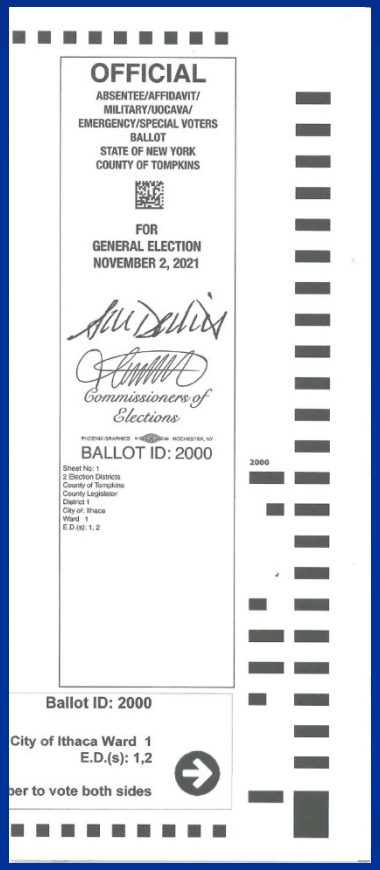
The next screen indicates that Daniel A. Rockett has been "Processed Successfully". The printer will print a ticket confirming this information. You then issue the voter an Affidavit Ballot and Envelope.

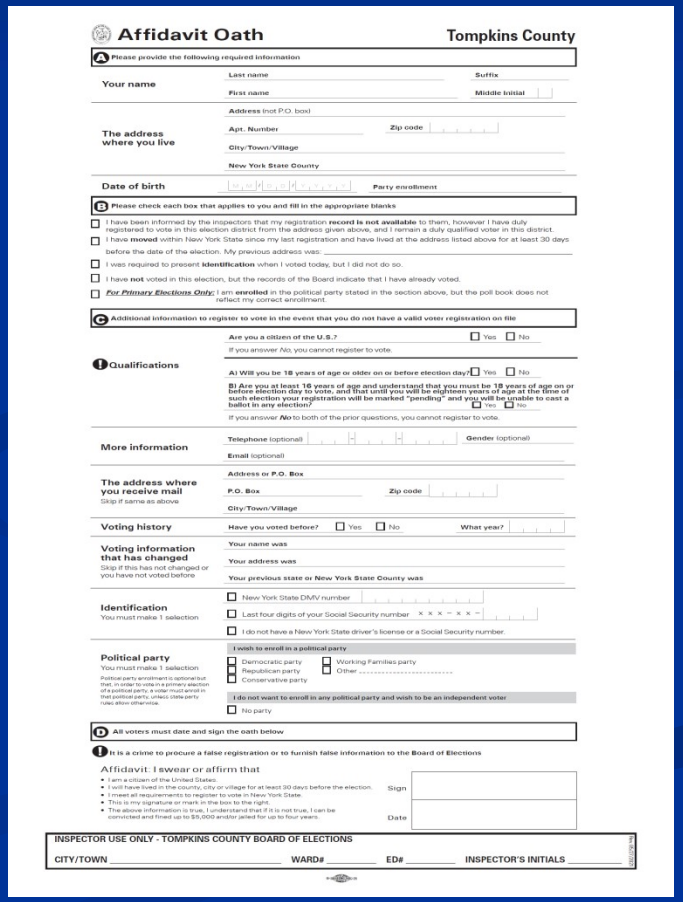
Affidavit Voters and the PSM Poll Pad

Active (or Inactive) Voter Who Has Moved

Issue the Voter an Affidavit Ballot and Envelope







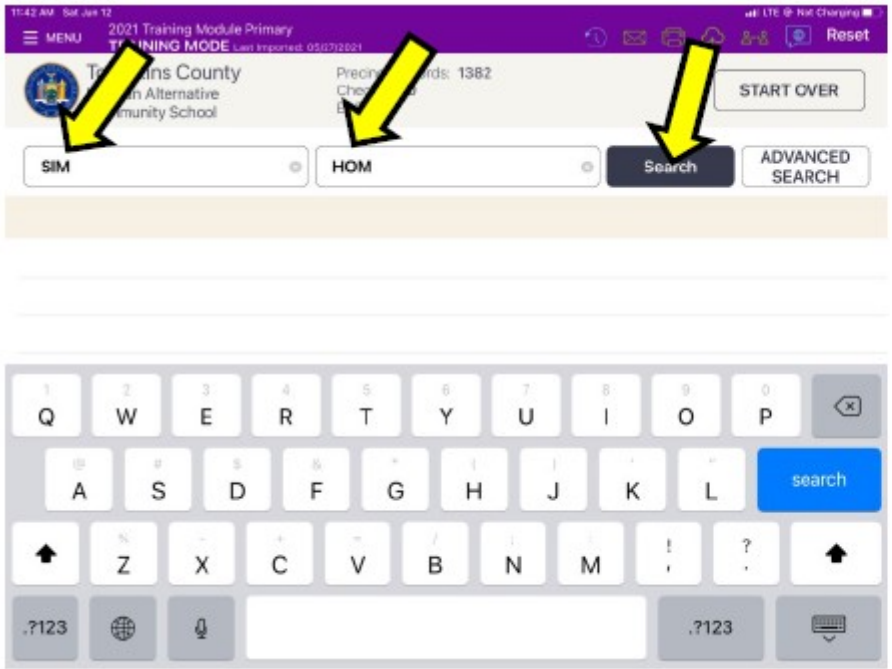
Affidavit Voters and the PSM Poll Pad

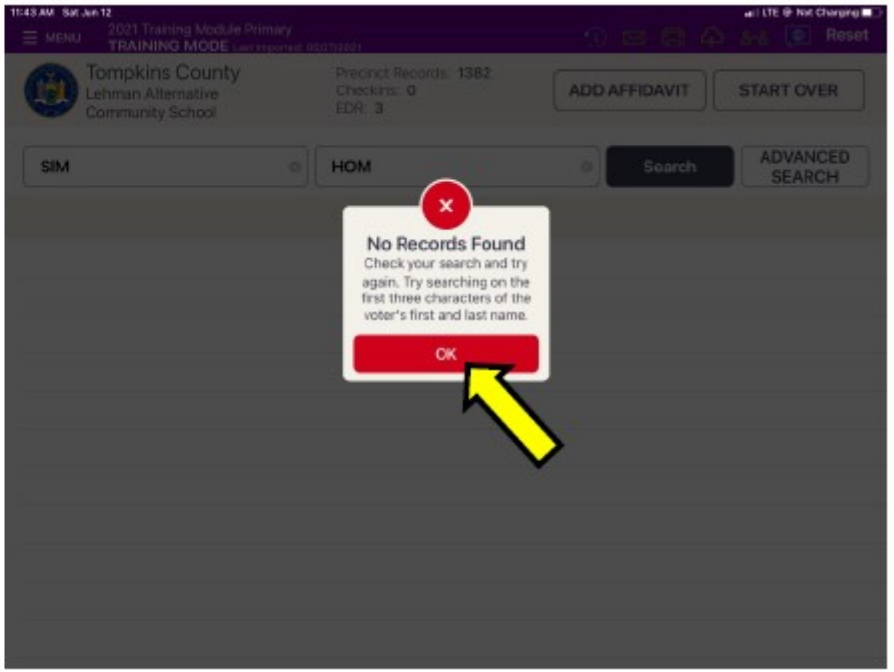
Voter's Name is Not in the Poll Pad

Scenario #3 (Voter's Name is Not in the Poll Pad": Homer Simpson comes to the poll site and insists he is a registered voter and wants to vote.

Enter the first three letters of his last name and first name and hit "Search".

When the "No Records Found" notification appears hit "OK.



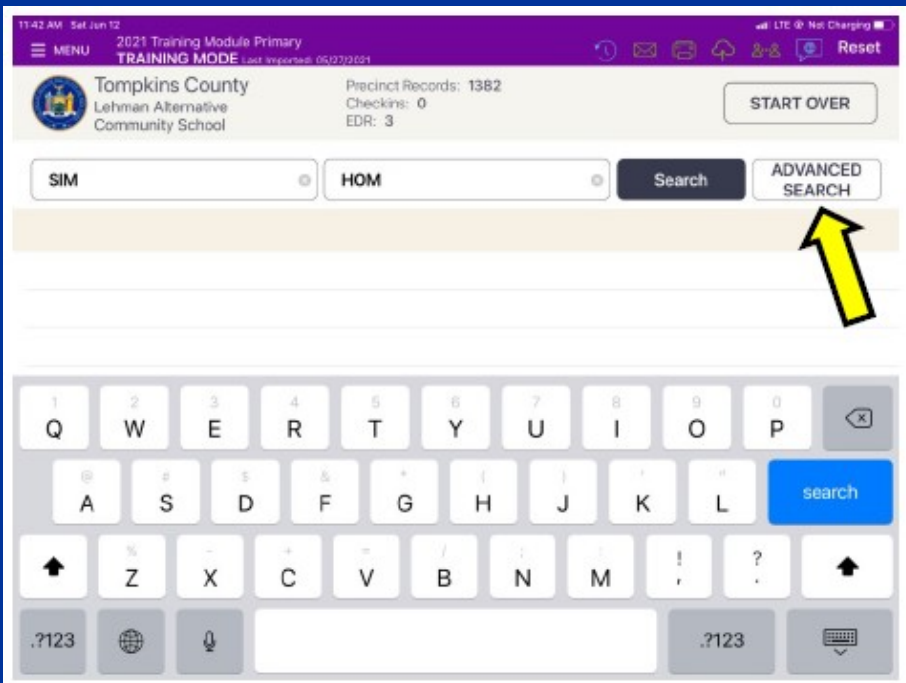


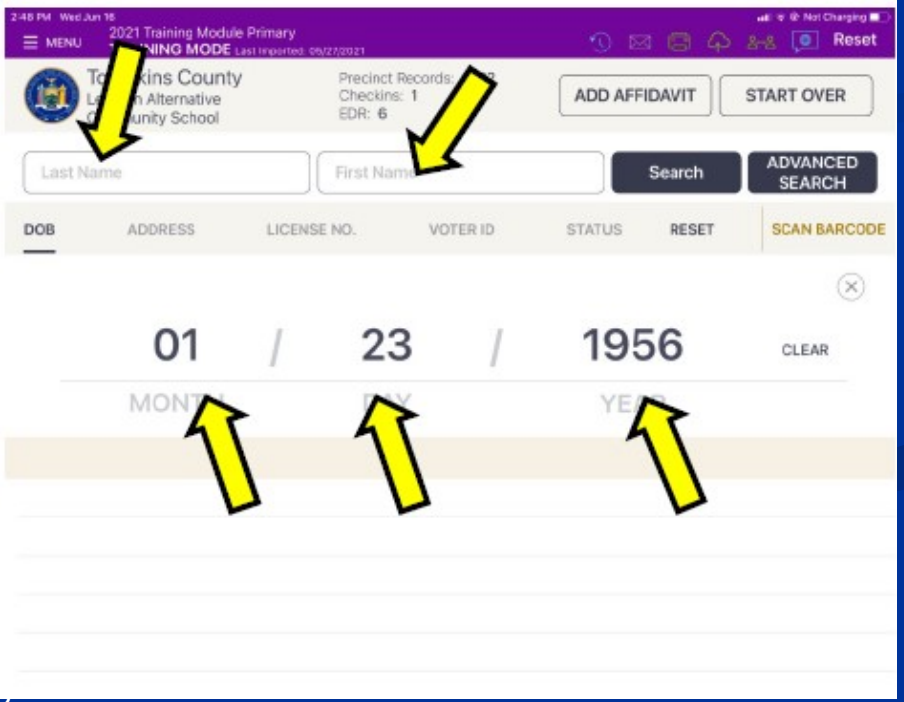
Affidavit Voters and the PSM Poll Pad

Voter's Name is Not in the Poll Pad

After hitting "OK" on the previous screen, this screen appears. Hit "ADVANCED SEARCH"

Clear the information in the last and first name fields. Select "DOB" as the method for the advanced search. Then enter the voter's DOB and hit "Search".



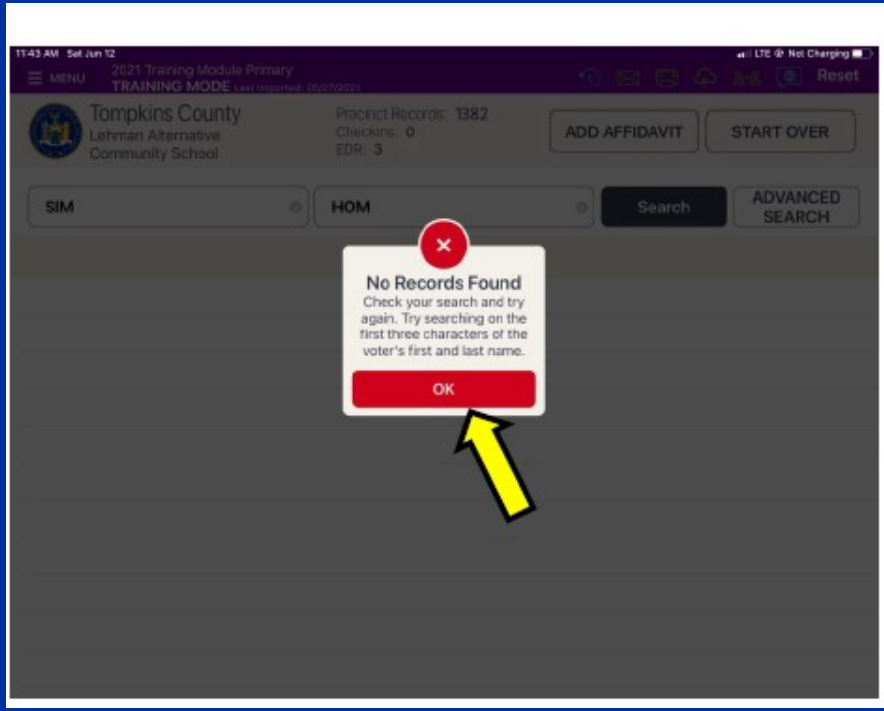


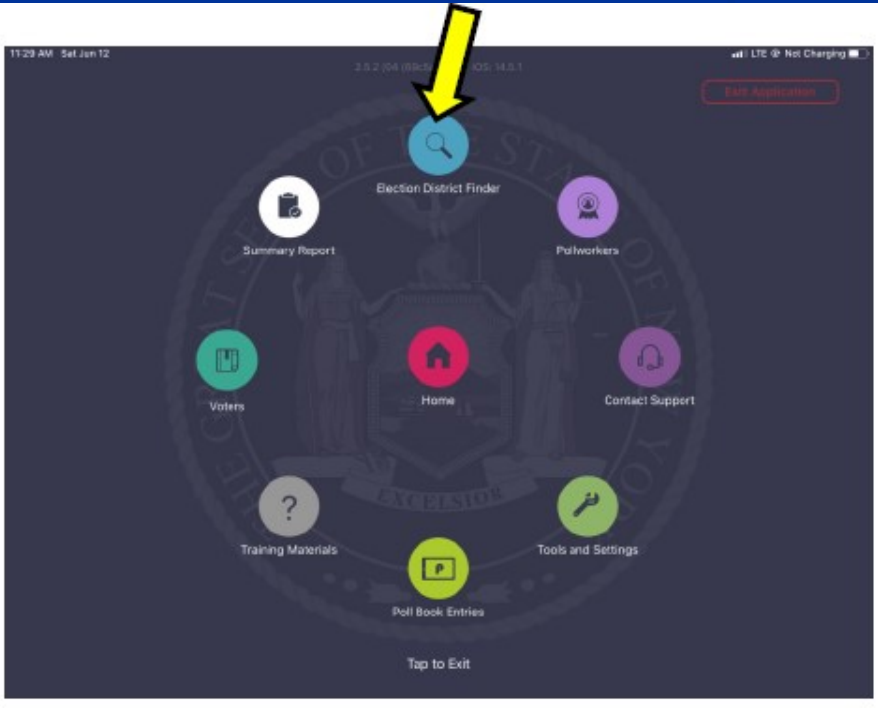
Affidavit Voters and the PSM Poll Pad

Voter's Name is Not in the Poll Pad

When the "No Records Found" notification appears, hit "OK". You will need to confirm Homer is in the correct poll site.

Hit the "Menu" icon in the upper left hand corner of the screen. Then hit the "Election District Finder" icon.



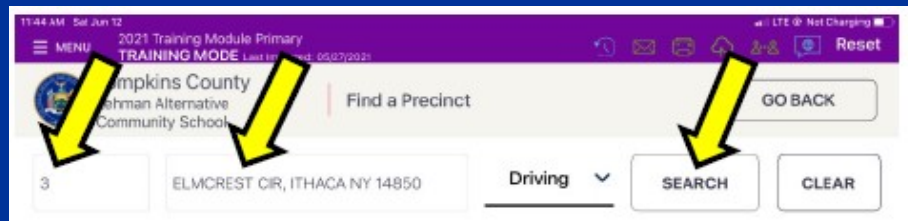


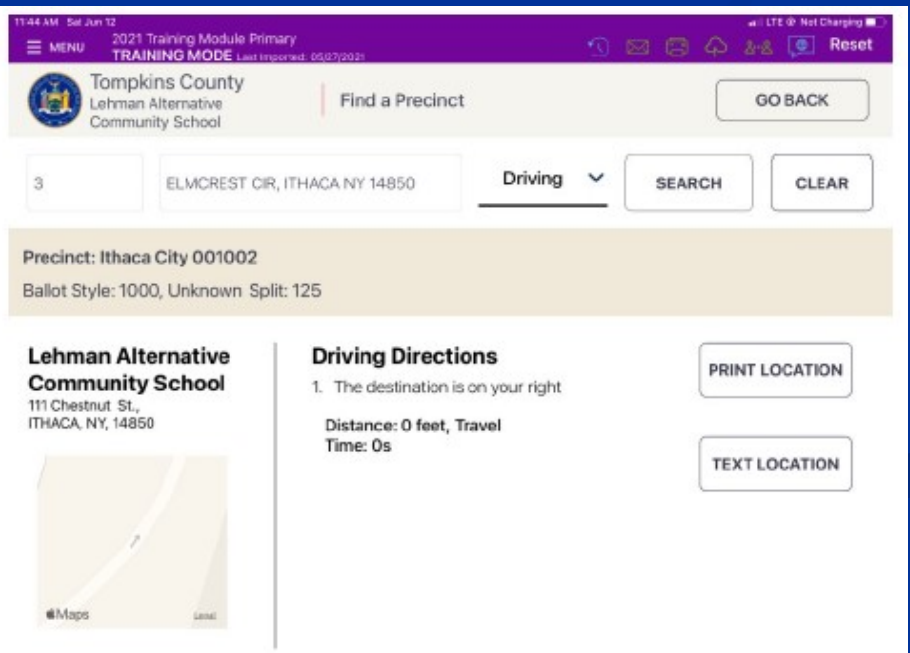
Affidavit Voters and the PSM Poll Pad

Voter's Name is Not in the Poll Pad

Homer says he lives at 3 Elmcrest Circle. You enter the address and hit "Search".

The search results indicates the location of his poll site is Lehman Alternative Community School. Homer is in the correct location to vote.



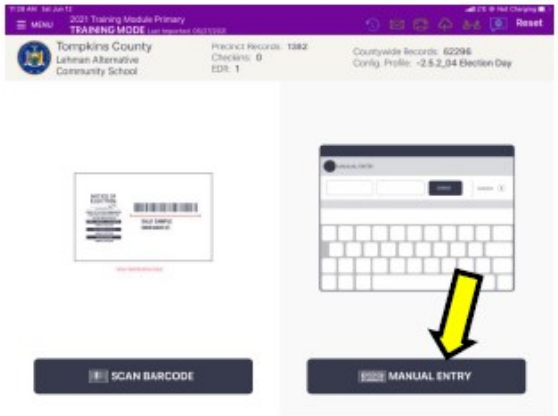


Affidavit Voters and the PSM Poll Pad

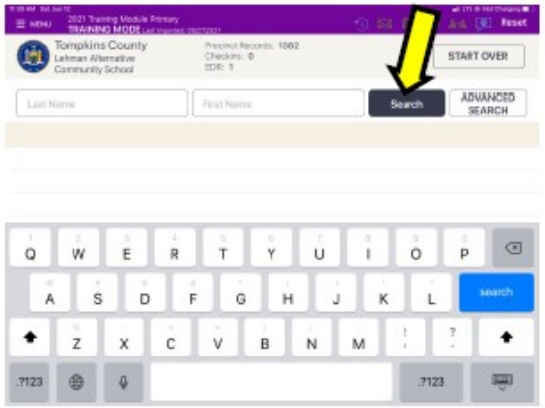
Voter's Name is Not in the Poll Pad

Now add Homer as an Affidavit Voter by hitting "Manual Entry" (1); then hit "Search" without entering anything into the search field (2); then hit "OK" in the notice of "Empty Search" (3); and then hit "ADD AFFIDAVIT" on the resulting screen (4).

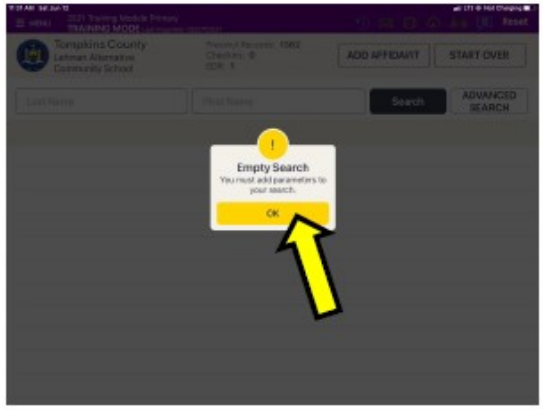
1



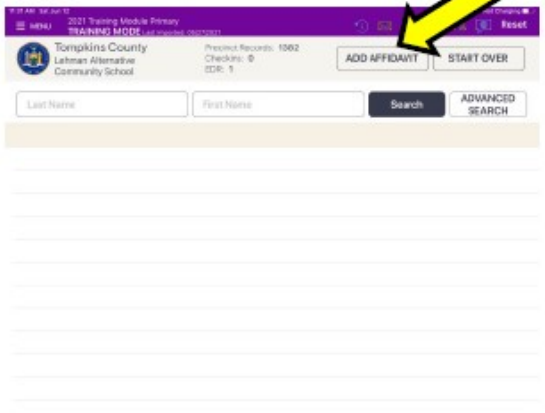
2



3



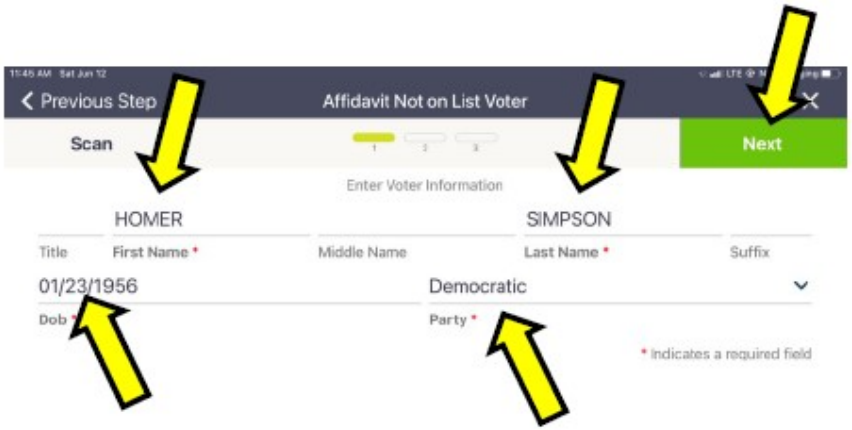
4



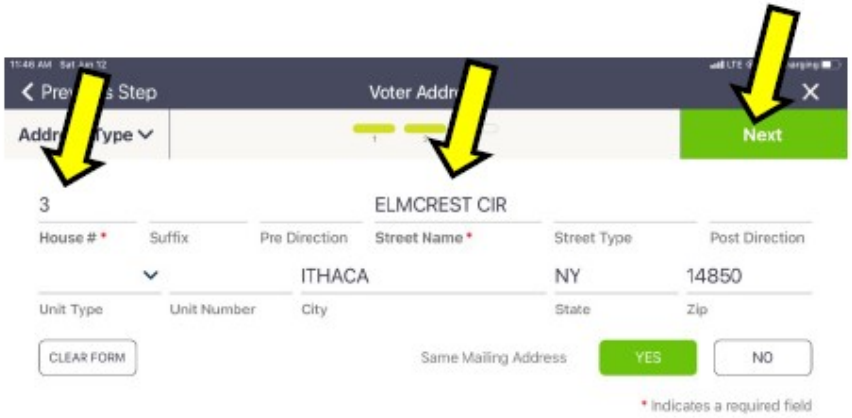
Affidavit Voters and the PSM Poll Pad

Voter's Name is Not in the Poll Pad

On the next screen enter the "First Name", "Last Name", "DOB", and Party" and hit "Next".



On the next screen enter the voter's address and hit "Next".

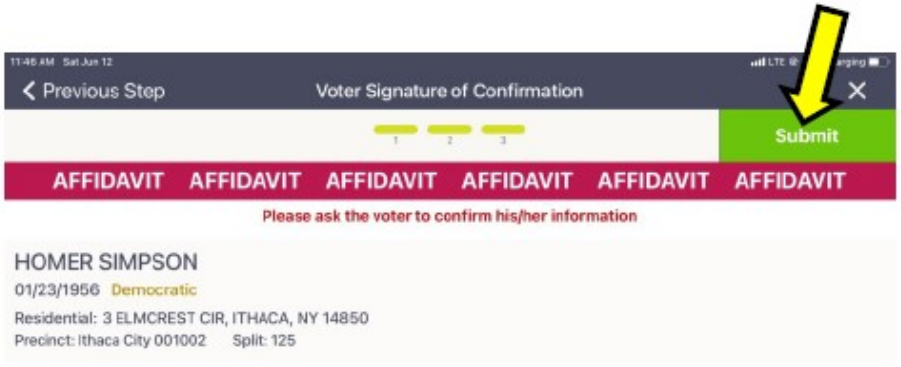


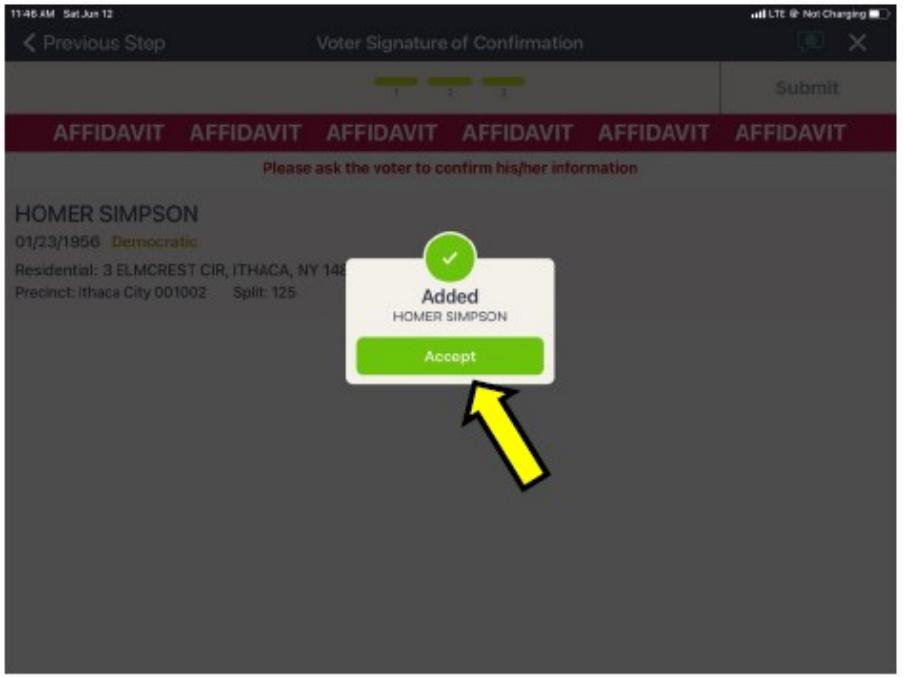
Affidavit Voters and the PSM Poll Pad

Voter's Name is Not in the Poll Pad

Ask the voter to confirm the new information and hit "Submit".

The next screen indicates the voter has been added to the list of Affidavit Voters. Hit "Accept".



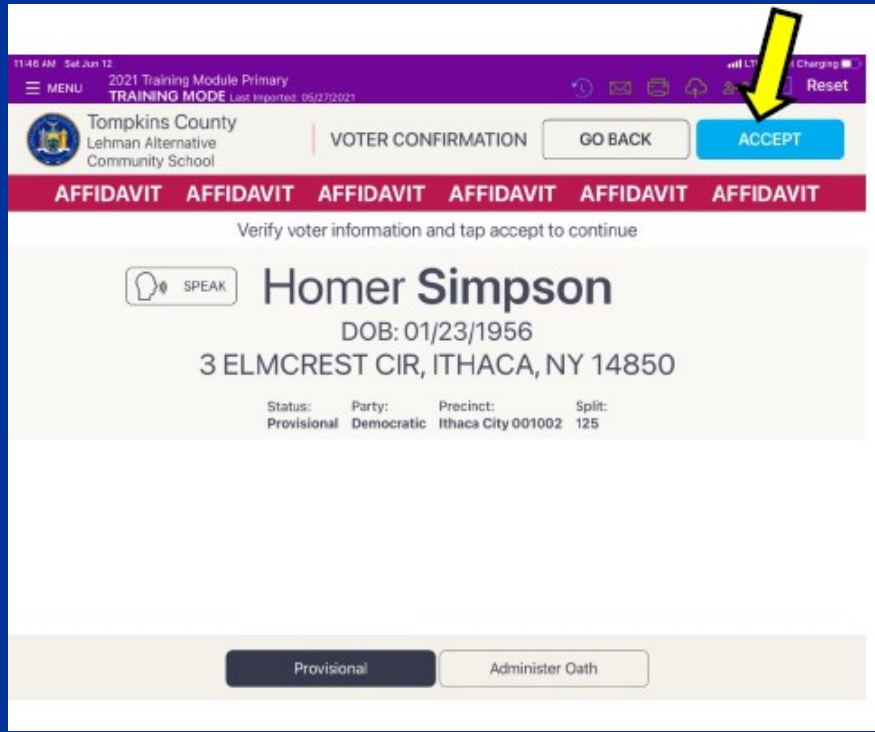


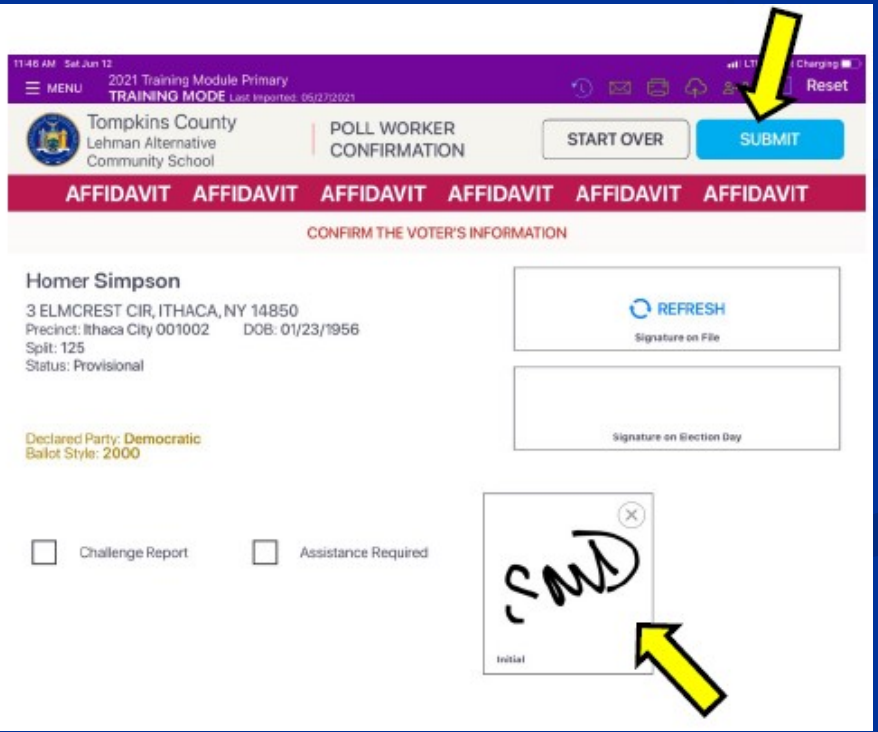
Affidavit Voters and the PSM Poll Pad

Voter's Name is Not in the Poll Pad

Verify the voter's information and hit "Accept" to continue.

Confirm the voter's information by writing your initials in the box and hit "Submit".



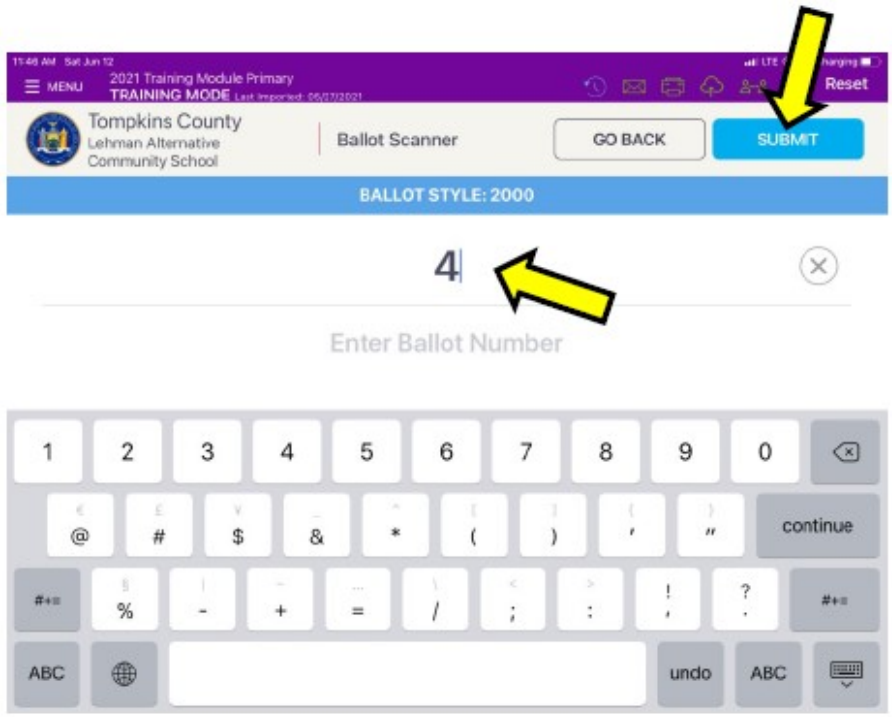


Affidavit Voters and the PSM Poll Pad

Voter's Name is Not in the Poll Pad

On the screen that appears it indicates you will issue the voter Ballot Style 2000 and you will enter the Ballot Number. In this example, because it is the third ballot you are issuing, you type in "4" and hit "Submit".

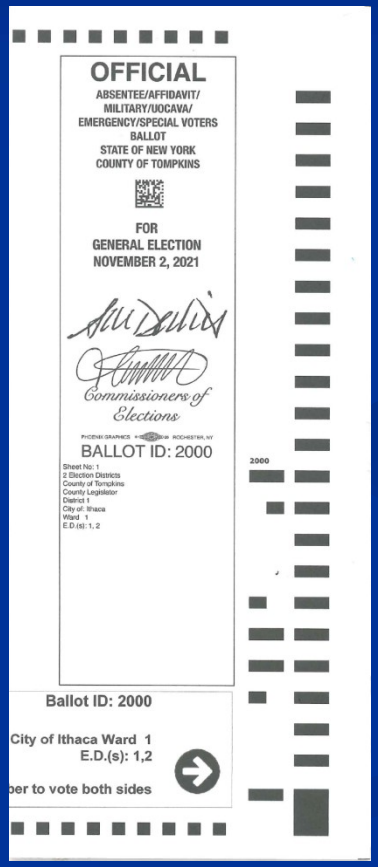
The next screen indicates that Homer Simpson has been "Processed Successfully". The printer will print a ticket confirming this information. You then issue the voter an Affidavit Ballot and Envelope.

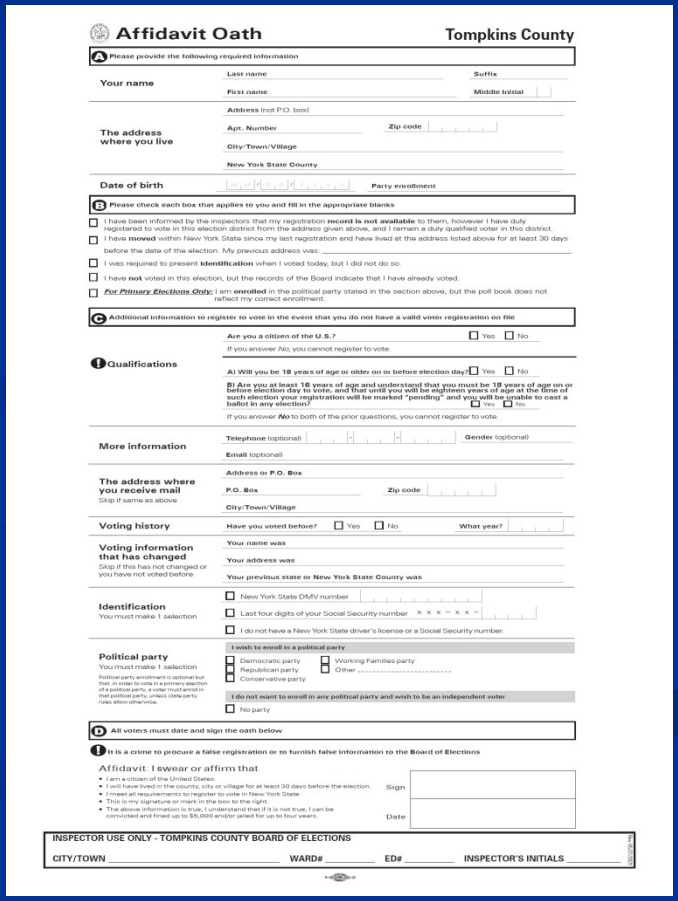


Affidavit Voters and the PSM Poll Pad

Voter's Name is Not in the Poll Pad

Issue the Voter an Affidavit Ballot and Envelope





Notice to Voters

NOTICE TO VOTERS

(Section 8-302(3-a) NYS Election Law)

IF YOUR POLL RECORD IS MISSING,

OR, FOR A PRIMARY ELECTION, YOUR POLL RECORD DOES NOT SHOW ENROLLMENT IN THE PARTY IN WHICH YOU CLAIM TO BE ENROLLED,

YOU MAY SEEK TO VOTE BY ONE OF THE FOLLOWING METHODS:

1. **AFFIDAVIT BALLOT** - If you are able to swear under oath that you live in the election district in which you are seeking to vote and that you are presently registered to vote in this County, (and in a primary election, that you are also enrolled in the appropriate party), the Election Inspectors are required to give you a paper ballot on which you may cast your vote.

   Place the voted ballot in the envelope provided and carefully complete your affidavit on the outside of the envelope, making sure to give your correct residence address. The envelope will be returned, unopened, to the Board of Elections. If the Board determines that you are an eligible voter in that election district, your ballot will be counted. You will be notified if your ballot is not cast and the reason for such decision.

   At the Board of Elections, your envelope will be opened along with others, and the folded ballots will be placed in a group and mixed. They are then unfolded and counted. In this manner, the secrecy of every vote is maintained.

2. **COURT ORDER** - You may obtain a court order directing the Election Inspectors to allow you to vote on the voting machine. Your Board of Elections will tell you where and when a Justice of the Supreme Court or a County Court Judge can be located. You can contact your County Board at the number provided below.

(8/98)

Tompkins County Board of Elections
(607) 274-5522

Affidavit Ballot Envelope

AFFIDAVIT BALLOT ENVELOPE
TOMPKINS COUNTY
AFFIDAVIT OATH

A Please provide the following required information

Your name
Last name SMITH Suffix
First name JOHN Middle Initial W

The address where you live
Address (not P.O. Box) 215 Speed Hill Rd.
Apt. Number Zip code 14817
City/Town/Village Brooktondale
New York State County Tompkins
Date of birth 01 / 23 / 45 (MM / DD / YYYY)
Party Enrollment Democrat

B Please check each box that applies to you and fill in the appropriate blanks

☐ I have been informed by the inspectors that my registration record is not available to them, however I have duly registered to vote in this election district from the address given at left, and I remain a duly qualified voter in this district.

☒ I have moved within Tompkins County since my last registration, and my previous address was: _____

☐ I was required to present identification when I voted today, but I did not do so.

☐ *For Primary Elections Only:* I am enrolled in the political party stated in the section at left, but the poll book does not reflect my current enrollment.

C Additional information to register to vote in the event that you do not have a valid voter registration on file

Qualifications
Are you a citizen of the U.S.? ☒ Yes ☐ No
If you answer No, you cannot register to vote.
Will you be 18 years of age or older on or before election day? ☒ Yes ☐ No
If you answer No, you cannot register to vote unless you will be 18 by the end of the year.

More information
Telephone (optional) (____) -
Sex ☒ M ☐ F

The address where you receive mail
Skip if same as above
Address or P.O. Box
P.O. Box Zip code
City/Town/Village

Voting history
Have you voted before? ☒ Yes ☐ No What year? 2011

Voting information that has changed
Skip if this has not changed or you have not voted before
Your name was
Your address was 128 E. Buffalo St. Ithaca NY
Your previous state or New York State County was Tompkins

Identification You must make 1 selection
☐ New York State DMV Number
☒ Last four digits of your Social Security Number xxx-xx-1234
☐ I do not have a New York State Driver's License or a Social Security Number.

Political party You must make 1 selection
☒ Democratic party ☐ Working Families party ☐ Other
☐ Republican party ☐ Independence party ☐ I do not wish to enroll in a party
☐ Conservative party ☐ Green party

D All voters must date and sign the oath below

It is a crime to procure a false registration or to furnish false information to the Board of Elections.

Affidavit: I swear or affirm that
- I am a citizen of the United States.
- I will have lived in the county, city or village for at least 30 days before the election.
- I meet all requirements to register to vote in New York State.
- This is my signature or mark in the box below.
- The above information is true. I understand that if it is not true, I can be convicted and fined up to $5,000 and/or jailed for up to four years.

Date 11-06-2012 Sign John W. Smith

INSPECTOR USE ONLY
TOMPKINS COUNTY BOARD OF ELECTIONS
CITY/TOWN Caroline WARD# _____ ED# 1 INSPECTOR'S INITIALS _____

REMEMBER

An Affidavit Ballot is **Always Folded** and can be found inside the clear plastic envelope inside the black Affidavit Ballot Bag that you maintain during Election Day

NEVER use one of the flat machine ballots that inspectors give to voters that have signed the poll books as an Affidavit Ballot.

Affidavit BallotsVoter's Name IS NOT in the Poll Book

Primary Election

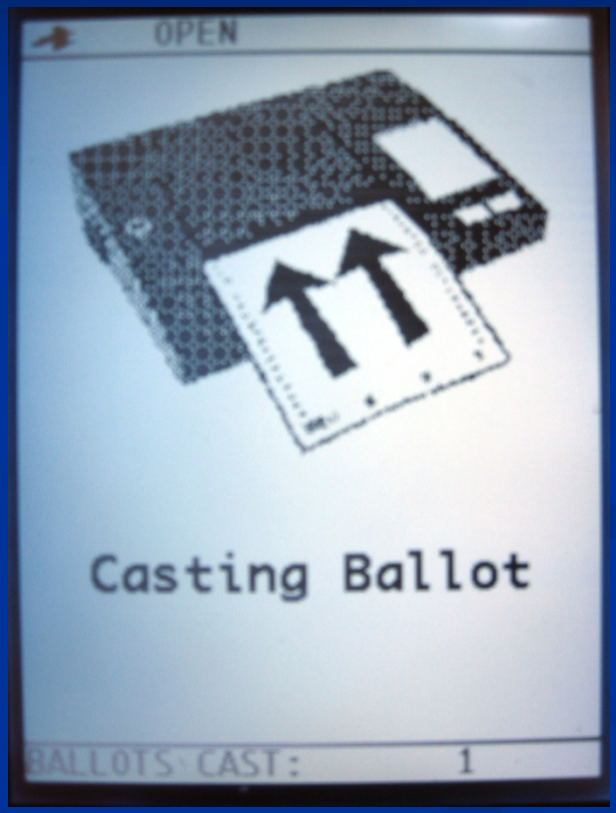
- In addition to the normal procedure that determines where the voter should vote, confirm the party that is listed in the Poll Pad for the voter. The voter must be enrolled in the party that is having a Primary Election in order to be eligible to vote.

- If the voter is not satisfied with how we have them enrolled and feels that our records are wrong, direct the voter to a Poll Site Manager who will have the voter read the Notice to Voters and offer them an Affidavit Ballot .

LCD Screen Messages

"System Ready" means the scanner is ready to receive a ballot.

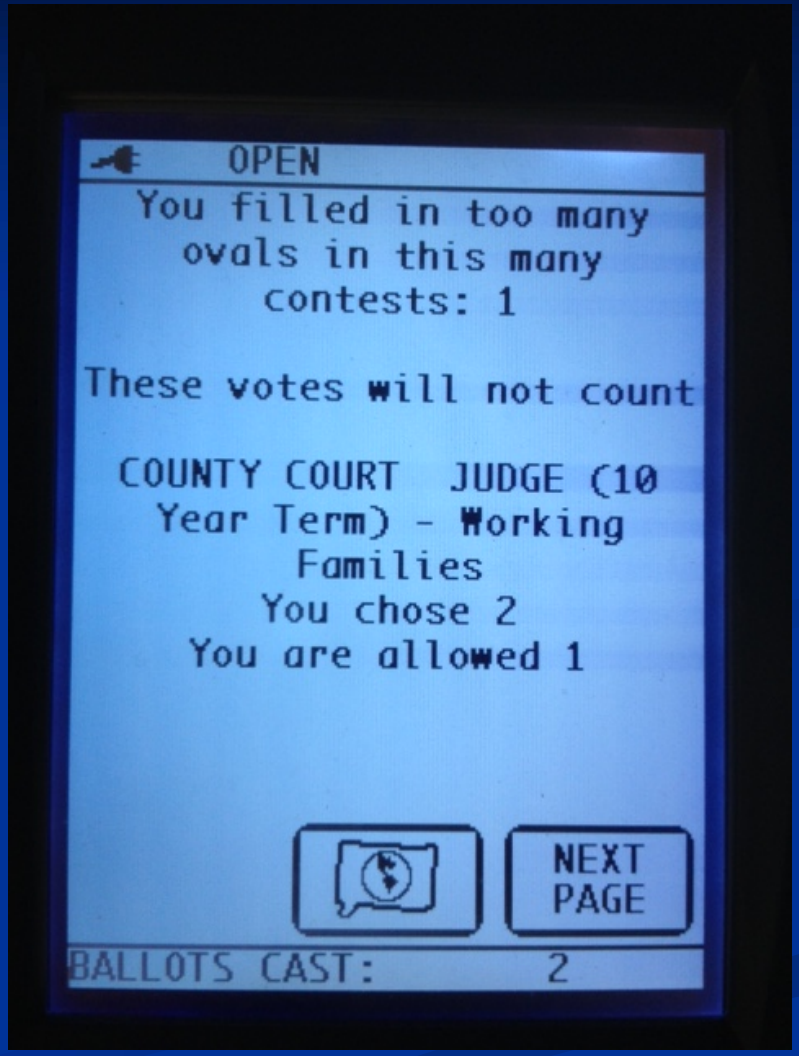
Once a voter inserts a ballot the LCD displays "Casting Ballot."



The display should next show “Ballot Successfully Cast.”

If a ballot is "OVERVOTED", a message like this will appear. The voter can either press the "RETURN" button and take their ballot back to the Inspector table and get a new ballot, or the voter can cast "as is" by pressing the "CAST" button.

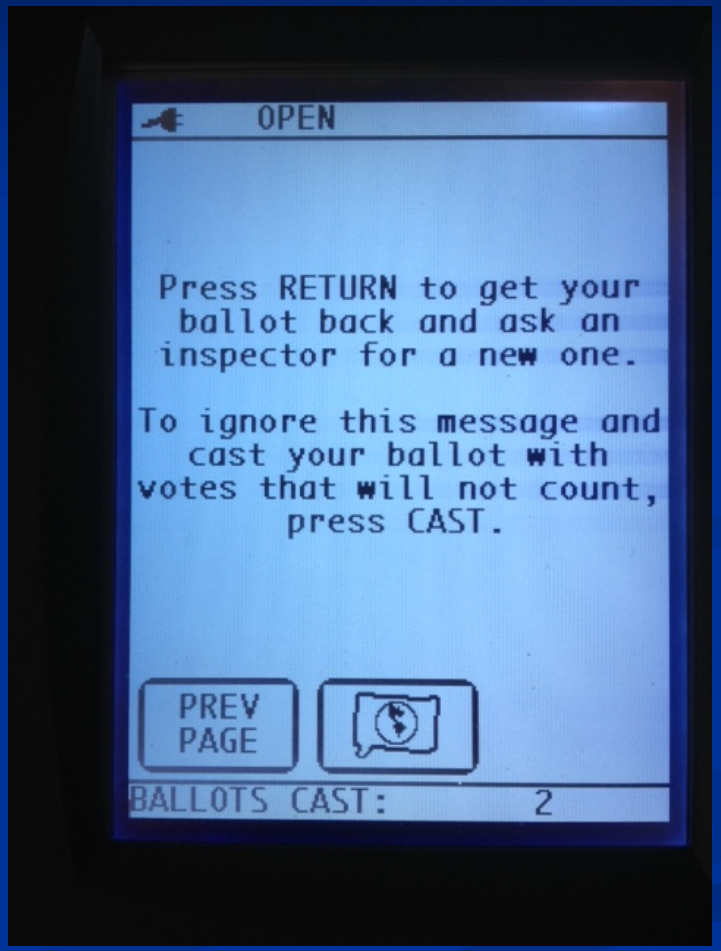
Overvoted contests will not count, but other contests will.



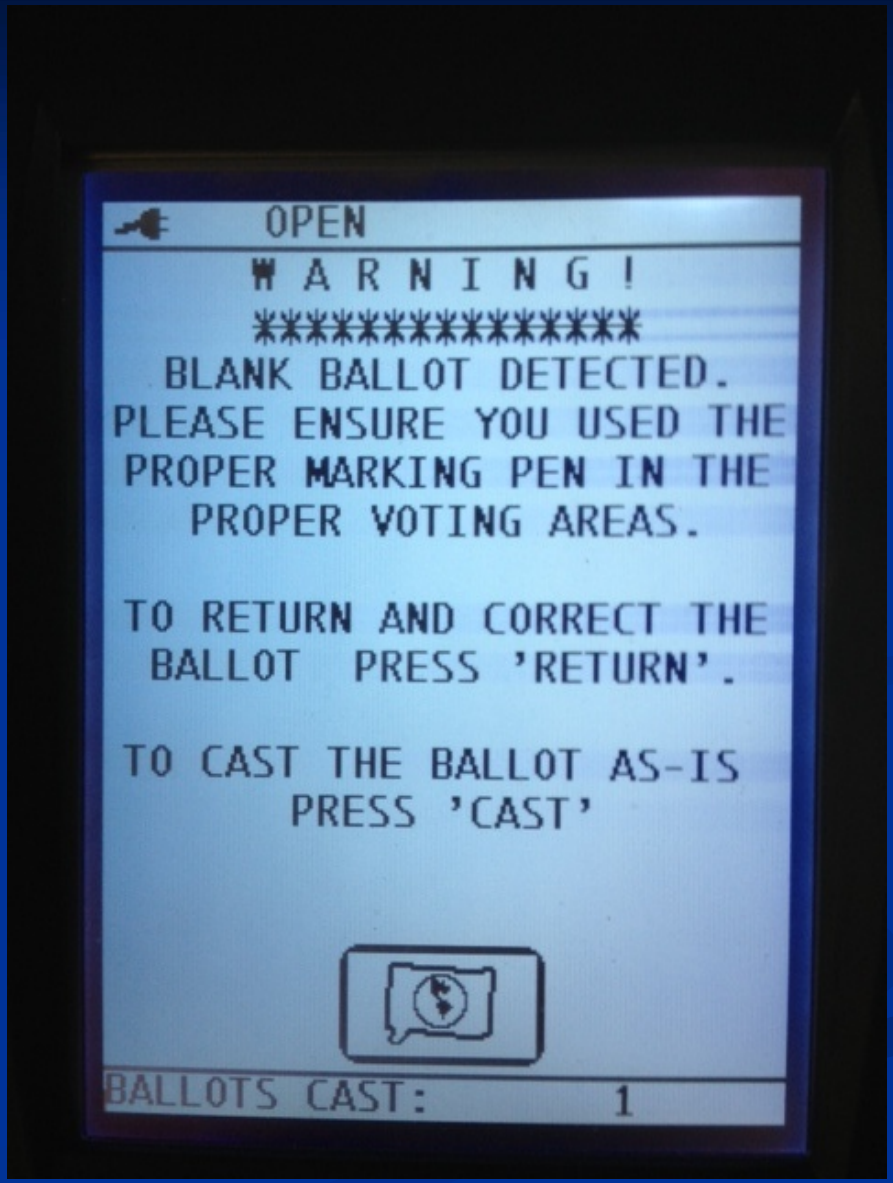
If the voter presses the "MORE" button they will see this screen. This screen informs the voter that they can press "RETURN" to get their ballot back and exchange it for a new ballot.

OR

They can cast the ballot as is by pressing "CAST"

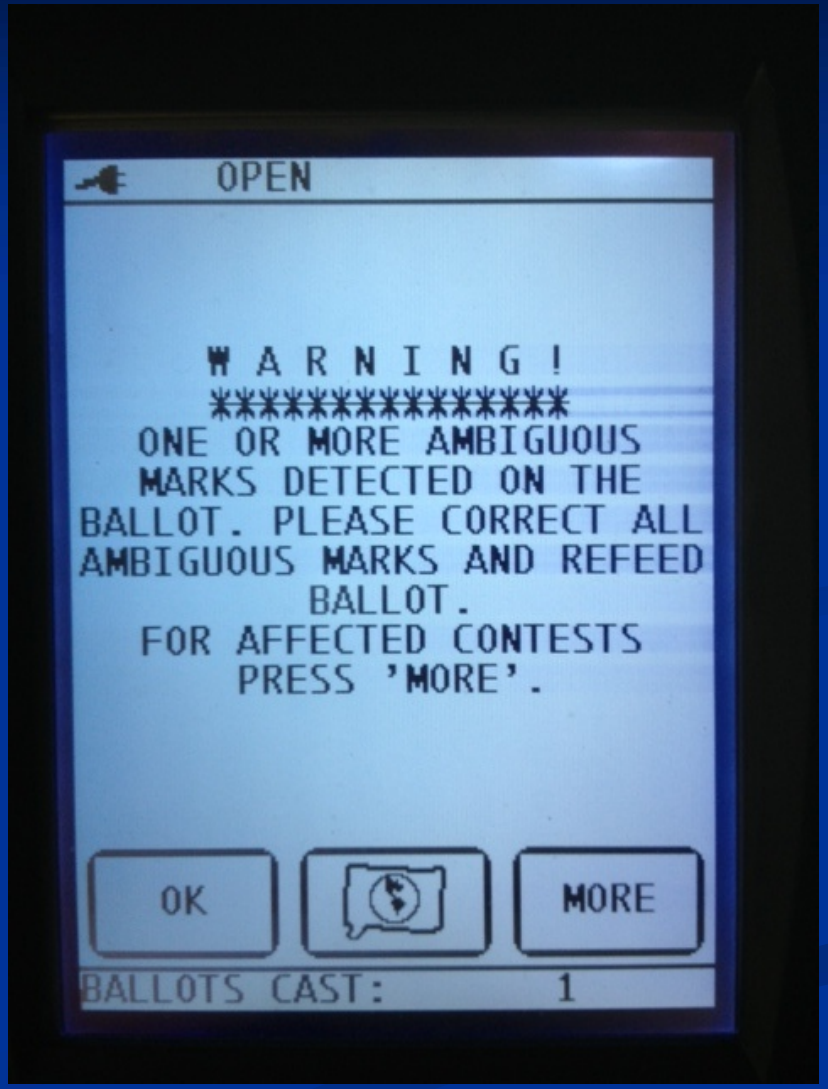


A blank ballot will bring up this message. Again, the voter can choose to cast as is or have it returned.



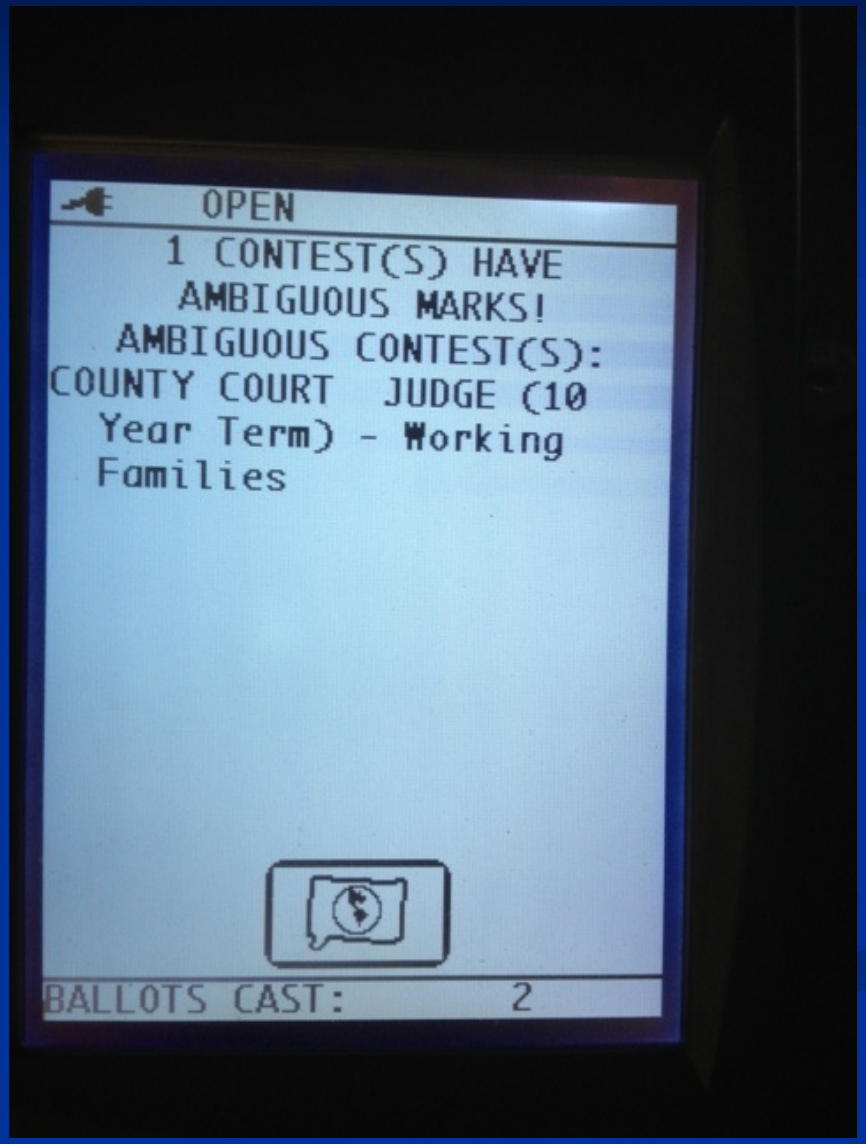
If the voter gets an "Ambiguous Marks" message, it will tell the voter to make sure the boxes for their choices are completely filled in. The scanner will NOT accept a ballot with an ambiguous mark.

Note that if the voter needs more information, they can press their finger on the word "MORE"



When they press "MORE", The next screen will list the contest which contains ambiguous marks.

Remember the voting machine will not accept a ballot which contains ambiguous marks.



Ballot Jams

- A Poll Site Manager should press the button on the LED screen that says “CLEAR”
- If this fails to free the ballot, DO NOT TURN OFF THE POWER TO THE VOTING MACHINE.
- Two poll workers (one Democratic and one Republican) acting together, *after confirming that the message on the LED screen says that the ballot has been tabulated* must cut the seal, unlock and open the ballot box door.

Ballot Jams

- While one poll worker observes, the second poll worker shall tug the hanging ballot in a downward direction until it becomes free.
- The poll worker shall then place the ballot in the compartment where write in ballots land after they have been cast. Do NOT put the freed ballot in the blue ballot bag. The poll workers must be careful not to look at any markings on the freed ballot.
- Close the ballot box door and lock it. Place a new plastic seal to replace the seal that you cut and log the new seal number on the seal report.

Ballot Jams

- REMEMBER THAT AT ANY TIME THE BALLOT BOX NEEDS TO BE UNLOCKED AND OPENED, TWO ELECTION WORKERS (ONE FROM EACH PARTY) MUST BE PRESENT.

Emergency Ballots

- If the voting machine fails to operate as expected, one of the Poll Site Managers will open the Emergency Ballot Compartment on the voting machine and instruct voters to insert their completed ballots into the compartment.
- The Poll Site Manager will then call the Board of Elections immediately.
- When the voting machine is working again, the Poll Site Managers will close and re-lock the Emergency Ballot Compartment.
- The ballots will be tabulated and combined with the other ballots after the polls close (see “Closing the Polls”).

It Is Now 8PM

(Time to Begin Thinking About Closing the Polls)

- During the last hour of voting, both the Poll Site Managers and Election Inspectors should review their respective Poll Closing Check Lists.
- Spending a little time now reviewing the Check List will make the Poll Closing go much smoother.
- Make sure you understand each step of the process of Closing the Polls. If you do not understand a step, this is a good time to call the Board of Elections.

Poll Closing Check List for Poll Site Managers (2 Sided)

PSM Poll Closing Checklist – Election Day

Check off the boxes as steps are completed Page 1 of 2

If you have any Emergency Ballots, call the Board of Elections. Otherwise, start on Step 3.

THE STEPS ON THIS CHECKLIST MUST BE FOLLOWED IN ORDER

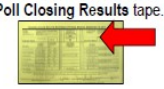
1 ☐
After polls close, open the emergency ballot compartment. If emergency ballots were cast, scan them as bi-partisan team.

If any emergency ballots cannot be scanned, sort the ballots by election district and put the ballots inside the appropriate **Emergency Ballots Canvassed by Hand Bag**.

Give this bag to the appropriate Inspectors to be canvassed by hand.

2 ☐
Press the Security Key to the security key pad and select the "Close Polls" option. Two **Poll Closing Results** tapes will print automatically: one for the **Blue Poll Closing Bag (A)** and one to post next to the **Poll Opening Zero Report** tape. Remove all tapes when you leave.

3 ☐
On the **Machine Seal Report** write the Protective Counter and Total Scanned Ballots numbers from **Poll Closing Results** tape.



4 ☐
Put one **Poll Closing Results** tape inside the **Blue Poll Closing Bag (A)**.

5 ☐
Select "Power Down" option on the Administrative menu.

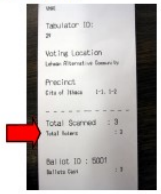
The display will prompt "Are you certain you wish to shut down tabulator?" Enter "Yes."

6 ☐
After you enter "Yes" the administrative screen will go dark within 10 seconds. Once the screen goes dark the small right hand light on the front of the machine will begin flashing red. The left hand light will stop blinking between green and red.

7 ☐
Cut door Seal #1. Remove poll worker flash card. Place cut seal and flash card in **Blue Poll Closing Bag (A).** Seal the bag using a click seal. This bag must be returned to the BoE ASAP per the bag instructions. **THIS STEP MUST BE COMPLETED BY 9:10 PM.**

8 ☐
Place a new door seal on poll worker flash card door Seal #1. Record seal number on **Machine Seal Report.**

9 ☐
Show the second **Poll Closing Results** tape to the Inspectors at each election district. Verify the total ballots scanned for their district. Inspectors do not need to sign.



10 ☐
If you are using a tower (Print on Demand) -

Work with the inspectors to fill out the Ballot Transmital/ Reconciliation form.

For the Poll Print Cabinet, turn off the tablet, then the printer, then the Power Supply (in this order).

Unplug from the wall.

11 ☐
Verify the seal number on the ballot box door was recorded on the **Machine Seal Report.** Cut the seal on the ballot box door. Unlock and open ballot box door.

Place the used Pull Seal in the **Blue election Returns Bag (B).**

12 ☐
Remove **Blue Ballot Bag (C).**

13 ☐
Remove write-in ballots from compartment on the right side of ballot chamber and place the ballots in the **Red Write-in Bag**. Put **Red Write -in Bag** inside **Blue Ballot Bag (C).**

14 ☐
Collect **Emergency Ballots Canvassed by Hand Bag** from Inspectors and put them in the **Blue Ballot Bag (C).**

If you are <u>not</u> using a tower (Print on Demand) Put the Non Voted Ballots and Stubs Box (from the Inspectors) in the **Blue Ballot Bag (C).**

If you are using a tower (Print on Demand) Place the baggie with Poll Print Ticket sin the blue Election Returns Bag (B) Bag.

Poll Closing Check List for Poll Site Managers (2 Sided)

PSM Poll Closing Checklist – Election Day

Check off the boxes as steps are completed Page 2 of 2

15 ☐

Seal the **Blue Ballot Bag (C)** by bringing zippers completely together at the center front. Put seal through both the overlapping holes and the D-ring on the top flap. Write seal number on **Machine Seal Report**.

Set this **Bag** aside to be delivered to the BoE.

16 ☐

Press the power supply button in ballot box to turn off voting machine. Unplug voting machine and clip the plug to the side of the machine, along the accessible voting printer.

Return the extension cord and floor tape to the inside of the voting machine.

17 ☐

Disconnect ATI controller, headphones, and cable. Return accessible voting supplies to black **Supply Box.**

Return the **Supply Box,** black **Inspector binder**, and clear plastic supply box inside the voting machine.

18 ☐

Remove the privacy shield from monitor screen. Place privacy folders, BMD instructions, and the privacy shield inside the **Voting Machine Set-Up Bag.**

Collect the **Sign and Map Set-Up Bags** from Inspectors and place inside voting machine along with **Voting Machine Set-Up Bag.**

19 ☐

Place green ATI port seal over port #5. Record the seal number on the **Machine Seal Report.** Verify the seal numbers for #2, #4, and #6 against the **Machine Seal Report**.

20 ☐

Remember to sign out on the Poll Pad before you have them all shut down!

Disassemble PSM Poll Pad and put all Poll Pads in the Machine.

21 ☐

Lock ballot box door. Place a new door seal on door Seal #3.

Record seal number on the **Machine Seal Report**.

Replace foam covers. Lower monitor screen into place.

Replace Dust cover.

22 ☐

Sign the certification on the back.

Leave the Machine Seal Report inside the white Poll Site Manager binder.

23 ☐

Ensure all completed **Affidavit Ballots** are in the correct election district's plastic pouch and pouches are placed in the black **Affidavit Ballot Bag.**

Seal the black **Affidavit Ballot Bag** using a bag seal.

Set the **Affidavit Ballot Bag** aside to deliver to the BoE.

24 ☐

Collect the **Election Returns Bag (B)** from each E.D. Place the white Poll Site Manager binder in this bag.

Pin Machine and building keys on the Election Returns Bag (B).

25 ☐

Confirm all **Election Returns Bags** have been sealed.

Collect all outdoor poll site signs, and return to BoE with poll bags.

26 ☐

Follow instructions on **Poll Closing Bag (A)**, **Election Returns Bag (B)**, **Blue Ballot Bag (C)**, and the **Affidavit Ballot Bag** to deliver to the BoE.

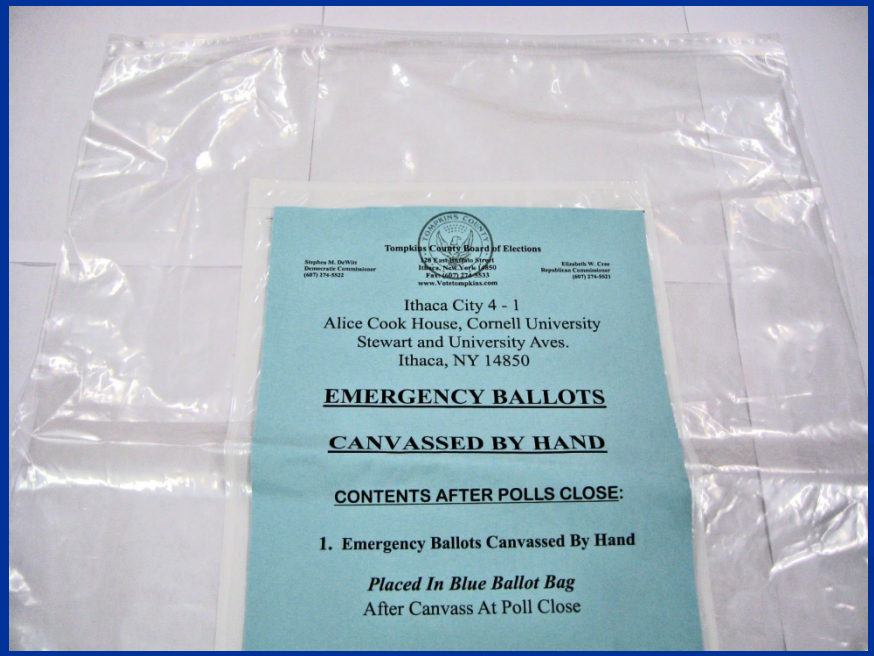
If you have any Emergency Ballots that need to be canvassed by hand, then proceed to Step #1.

Otherwise start at Step #2.

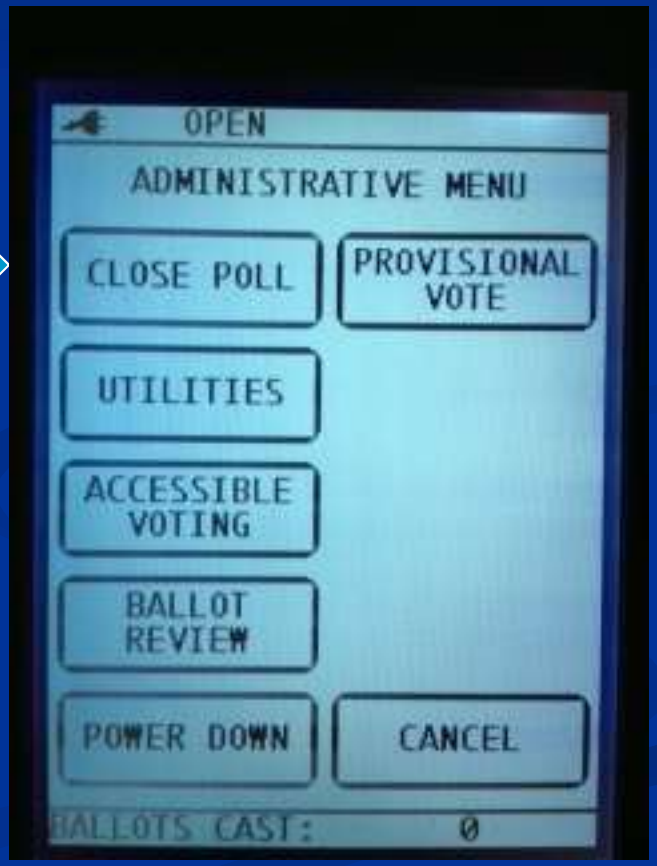
1. After the last voter has left the polling site, open the emergency ballot compartment.

If Emergency Ballots were used, scan them (if possible) as a bipartisan team.

1. (continued) **For any Emergency Ballots that cannot be scanned, sort the ballots by election district and put the ballots inside the appropriate Emergency Ballots Canvassed by Hand Bag. Give this bag to the appropriate election inspectors to be canvassed by hand.**



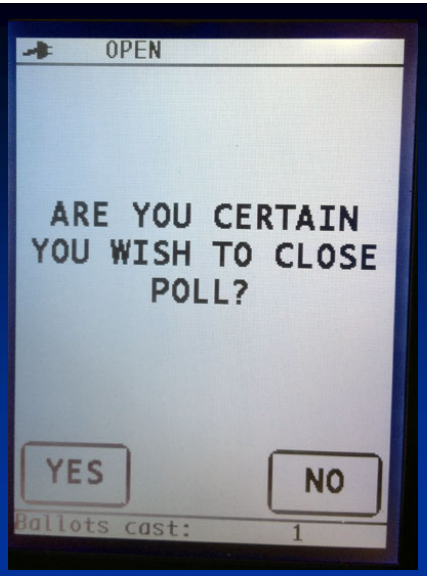
2. Contact the Security Key to the security key pad, and choose the Close Polls option.

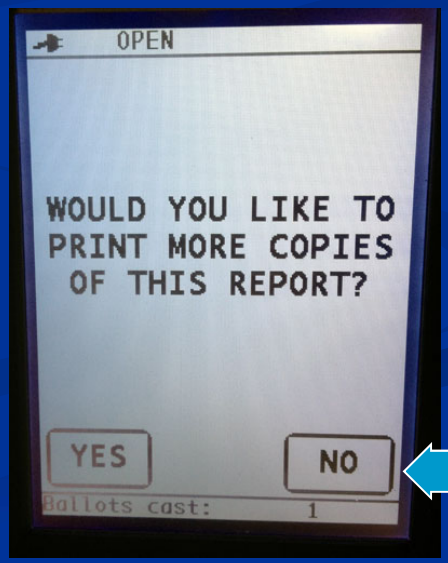


The next screen asks if you're certain. Select YES.

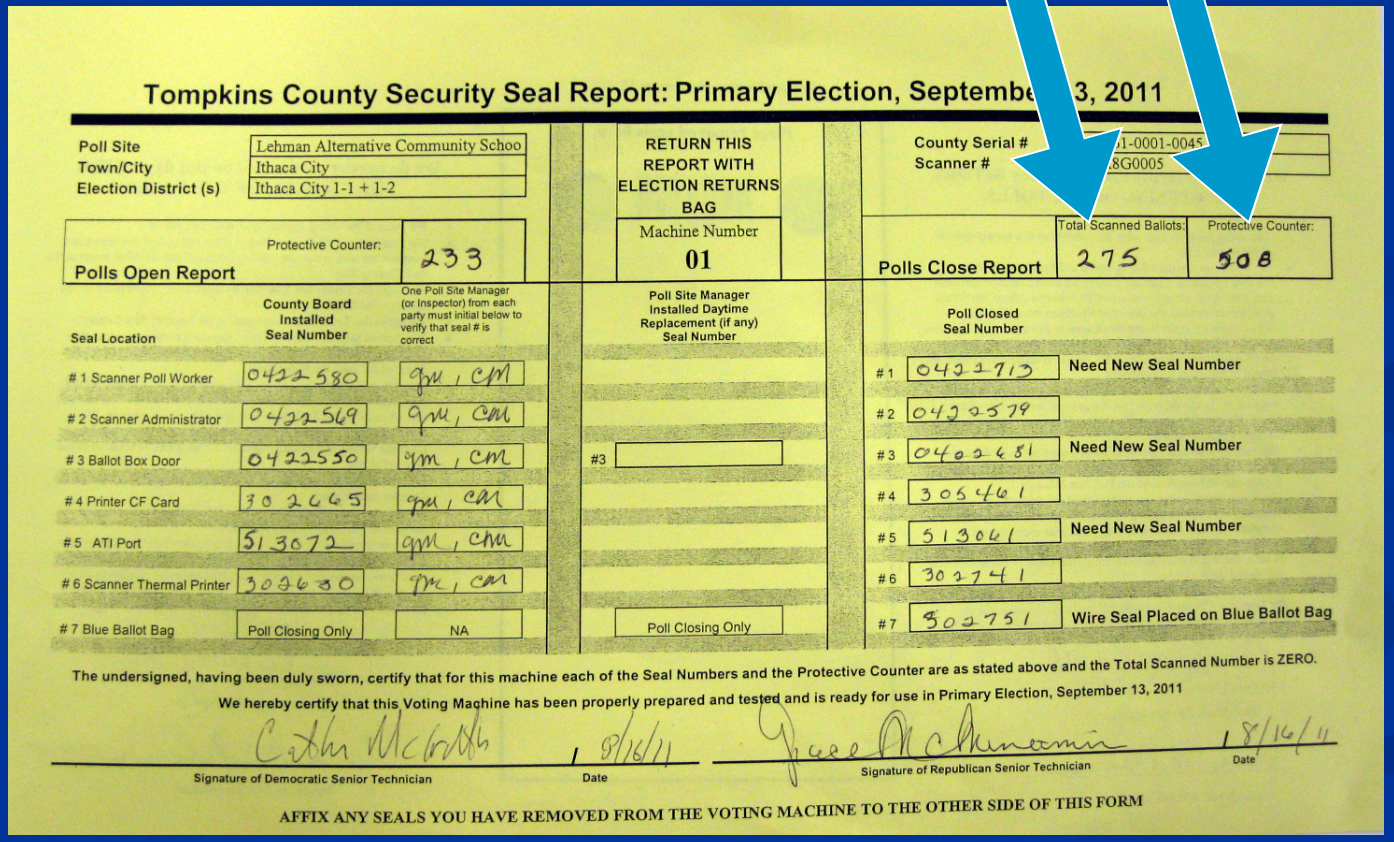
The machine automatically prints two reports: one for Poll Closing Bag and one for public display .

You are asked if you would like to print more. Select NO.





3. Record Protective Counter and Total Scanned Ballots numbers (from Poll Closing Results tape) on seal report.



Tompkins County Security Seal Report: Primary Election, Septembe 3, 2011

Poll Site	Lehman Alternative Community Schoo
Town/City	Ithaca City
Election District (s)	Ithaca City 1-1 + 1-2

RETURN THIS REPORT WITH ELECTION RETURNS BAG

Machine Number: 01

County Serial #: 1-0001-0045
Scanner #: 8G0005

Polls Open Report — Protective Counter: 233

Polls Close Report — Total Scanned Ballots: 275 — Protective Counter: 508

Seal Location	County Board Installed Seal Number	One Poll Site Manager (or Inspector) from each party must initial below to verify that seal # is correct	Poll Site Manager Installed Daytime Replacement (if any) Seal Number	Poll Closed Seal Number	
# 1 Scanner Poll Worker	0422580	gm, CM		#1 0422713	Need New Seal Number
# 2 Scanner Administrator	0422569	gm, CM		#2 0422578	
# 3 Ballot Box Door	0422550	gm, CM	#3	#3 0402481	Need New Seal Number
# 4 Printer CF Card	302665	gm, CM		#4 305461	
# 5 ATI Port	513072	gm, CM		#5 513061	Need New Seal Number
# 6 Scanner Thermal Printer	302630	gm, CM		#6 302741	
# 7 Blue Ballot Bag	Poll Closing Only	NA	Poll Closing Only	#7 302751	Wire Seal Placed on Blue Ballot Bag

The undersigned, having been duly sworn, certify that for this machine each of the Seal Numbers and the Protective Counter are as stated above and the Total Scanned Number is ZERO.

We hereby certify that this Voting Machine has been properly prepared and tested and is ready for use in Primary Election, September 13, 2011

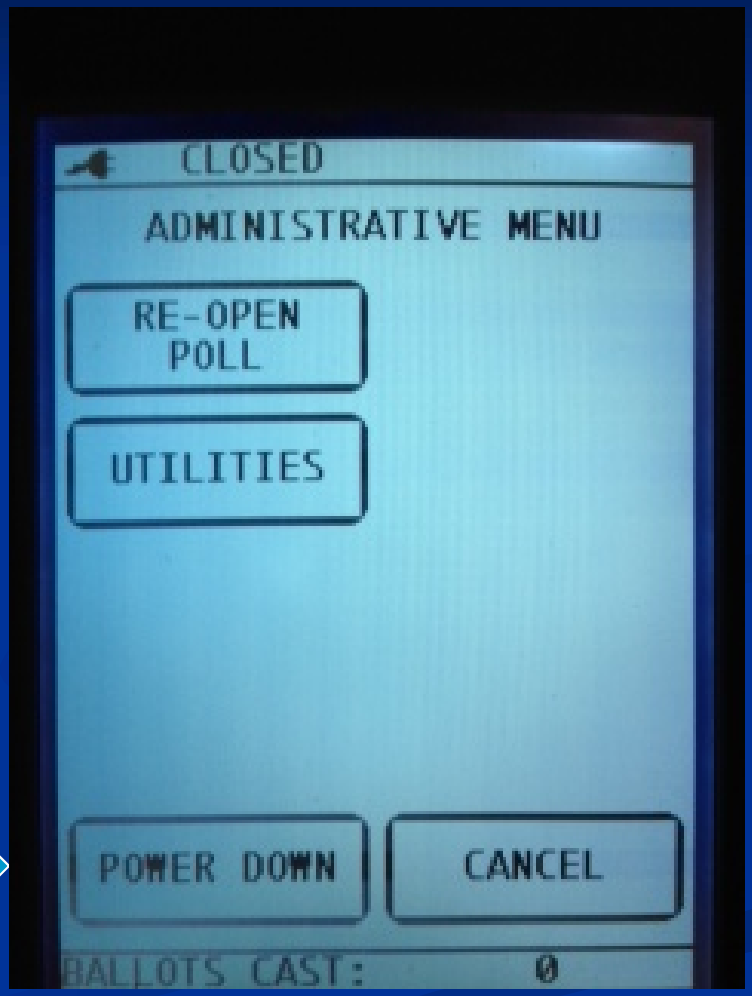
Signature of Democratic Senior Technician — Date: 9/16/11

Signature of Republican Senior Technician — Date: 9/16/11

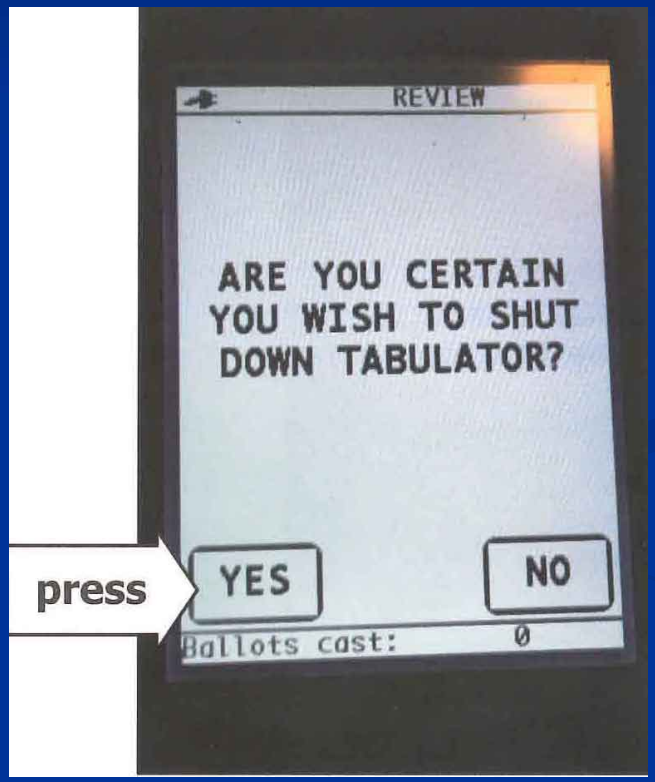
AFFIX ANY SEALS YOU HAVE REMOVED FROM THE VOTING MACHINE TO THE OTHER SIDE OF THIS FORM

4. (continued) **Put one of the Poll Closing Results tape inside the blue Poll Closing Bag (A).**

5. Choose Power Down option on the Administrator's menu.



5. (continued) The display will prompt, "Are you certain you wish to shut down tabulator?" Select "**Yes**."



WAIT until screen goes dark before next step.

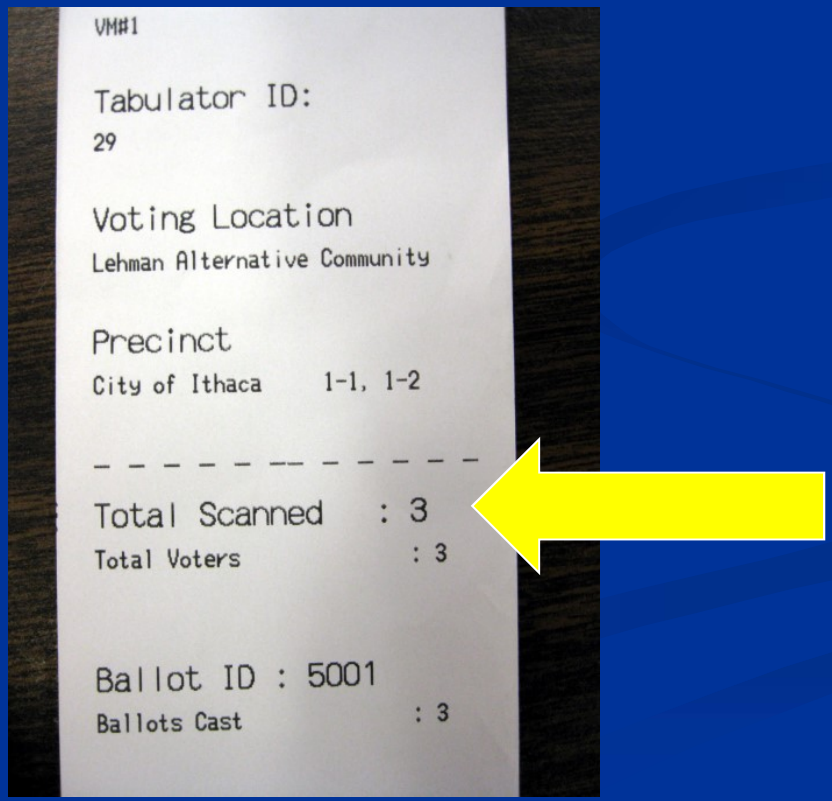
6. When you select "YES", the administrator's screen will go dark within ten seconds. Once the screen goes dark, the right hand light as pictured below will begin flashing red. The left hand light will stop blinking green and red and go dark.

7. After screen is dark cut seal #1. Remove Poll Worker flash card. Place cut seal and flash card in blue Poll Closing Bag (A).

Seal the bag using the plastic seal that is inside. This bag needs to be returned to the Board of Elections ASAP per the instructions on the bag. THIS STEP MUST BE COMPLETED BY 9:10 PM.

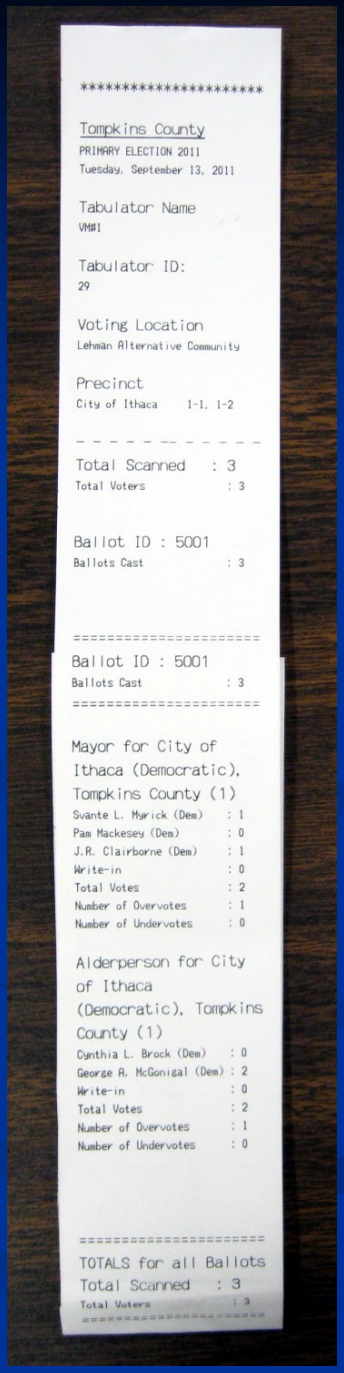
8. Place new plastic seal on Poll Worker flash-card door (#1), and record seal number on Seal Report.

9. Show the second Poll Closing Results tape to the inspectors at each Election District in your polling place and confirm with them the Total Ballots Scanned for their Election District. They do not need to sign it.



9. (continued)

Post this Poll Closing Results tape in a conspicuous area in the polling place. (Please remove all tapes when you leave.)



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Tompkins County
PRIMARY ELECTION 2011
Tuesday, September 13, 2011

Tabulator Name
VM#1

Tabulator ID:
29

Voting Location
Lehman Alternative Community

Precinct
City of Ithaca 1-1, 1-2

- - - - - - - - - - -

Total Scanned : 3
Total Voters : 3

Ballot ID : 5001
Ballots Cast : 3

==========

Ballot ID : 5001
Ballots Cast : 3

==========

Mayor for City of Ithaca (Democratic), Tompkins County (1)
Svante L. Myrick (Dem) : 1
Pam Mackesey (Dem) : 0
J.R. Clairborne (Dem) : 1
Write-in : 0
Total Votes : 2
Number of Overvotes : 1
Number of Undervotes : 0

Alderperson for City of Ithaca (Democratic), Tompkins County (1)
Cynthia L. Brock (Dem) : 0
George A. McGonigal (Dem) : 2
Write-in : 0
Total Votes : 2
Number of Overvotes : 1
Number of Undervotes : 0

==========

TOTALS for all Ballots
Total Scanned : 3
Total Voters : 3

==========

10. If you are using a tower (Print on Demand)

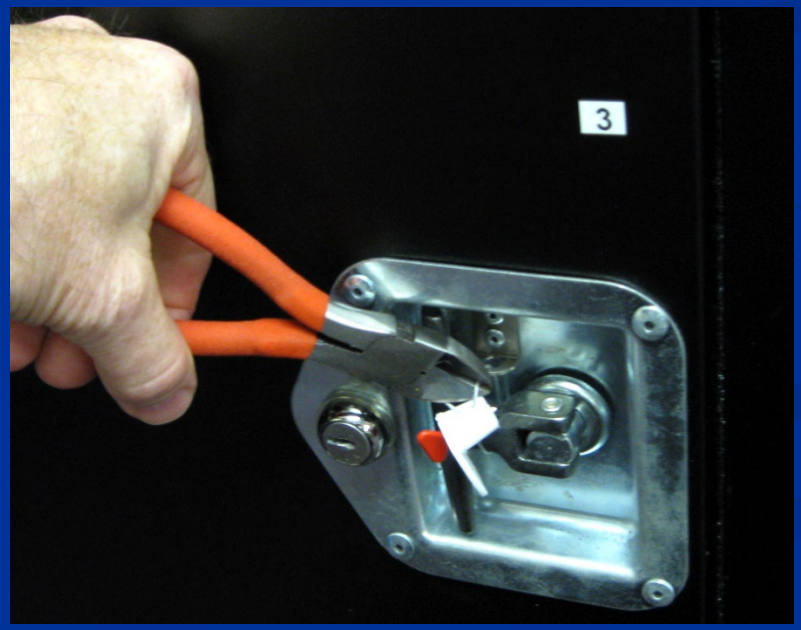
Work with the inspectors to fill out the Ballot Transmittal Reconciliation Form.

For the Poll Print Cabinet, turn off the tablet, then the printer, then the Power Supply (in this order)

Unplug the Poll Print tower from wall.

11. Confirm that the seal number on the Ballot Box Door was recorded on the Machine Seal Report. Cut the plastic seal on the Ballot Box Door. Put the used seal in the Election Returns Bag (B).

Unlock and open Ballot Box Door.



12. Remove Blue Ballot Bag (C) from voting machine.

13. Remove write-in ballots from compartment on the right of ballot box,

and place the ballots in the red nylon Write-in Bag.

Put red Write-in Bag inside Blue Ballot Bag (C).

14. Collect the cardboard box (sealed with masking tape) labeled Non-voted Ballots and Stubs and the Emergency Ballots Canvassed by Hand Bag (if any) from the inspectors and put them in the Blue Ballot Bag (C).

14. (continued)

If you are **NOT** using a tower (Print on Demand):

Put the Non Voted Ballots and Stubs Box (from the inspectors) in the Blue Ballot Bag (C).

14. (continued)

If you **ARE** using a tower (Print on Demand):

Place the Poll Print Tickets (be sure they are in Zip Lock bag) in the blue Election Returns Bag (B).

REMEMBER

The **ONLY** items that go in the Blue Ballot Bag are:

- Voted ballots that are already in the bag.
- The Non Voted Ballots and Stubs Box that has been sealed with masking tape.
- The red nylon bag that holds any write ballots.
- The clear plastic bag labeled Ballots Canvassed by Hand

NOTHING ELSE:

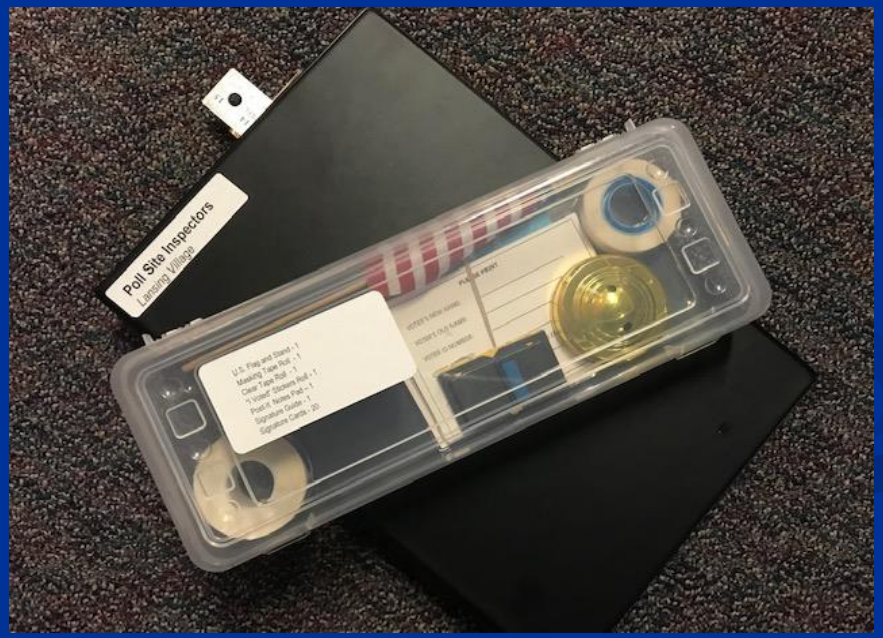
No keys to the voting machine; No Keys to the building; No Electronic Poll Books; No Elections Returns Bags; Nothing Else, just ballots

15. Seal Blue Ballot Bag (C) by bringing zippers completely together at the center front. Be certain to put plastic seal through both the overlapping holes and the D-ring on the top flap. Record plastic seal number on the Machine Seal Report. Set Blue Ballot Bag aside to be delivered back to the BOE.

16. Once the Blue Ballot Bag (C) IS SEALED, and the Administrator's screen is blank, press power supply button inside the ballot box to turn off voting machine.

Unplug voting machine. **Clip the plug to the machine.**

17. Disconnect ATI controller and headset. Return all supplies (except for the small plastic bag containing seals) to Supply Box. Put Supply Box inside voting machine, along with clear plastic supply box, and yellow privacy folders and black inspector binder(s).

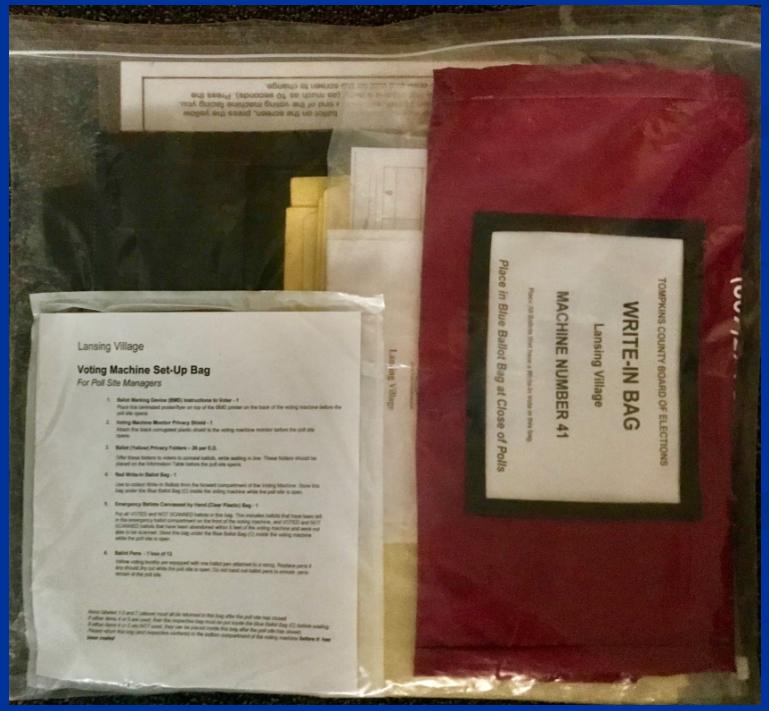


18. Remove privacy shield from monitor screen and put inside voting machine.

18. (continued) Place the yellow privacy folders inside the **Voting Machine Set-Up Bag.**

Collect the **Sign and Map Set-Up Bags** from Inspectors **and place the BMD instructions inside the Sign and Map Set-Up Bag .**

Place the Sign and Map Set-Up Bag inside the voting machine along with **Voting Machine Set-Up Bag.**



19. Place green security label seal on the ATI port (#5). Record the seal number on the Seal Report. Verify the seal numbers for #2, #4, and #6 seals against the numbers on the Machine Seal Report.

20. (continued)
Sign Out on the Poll Pads

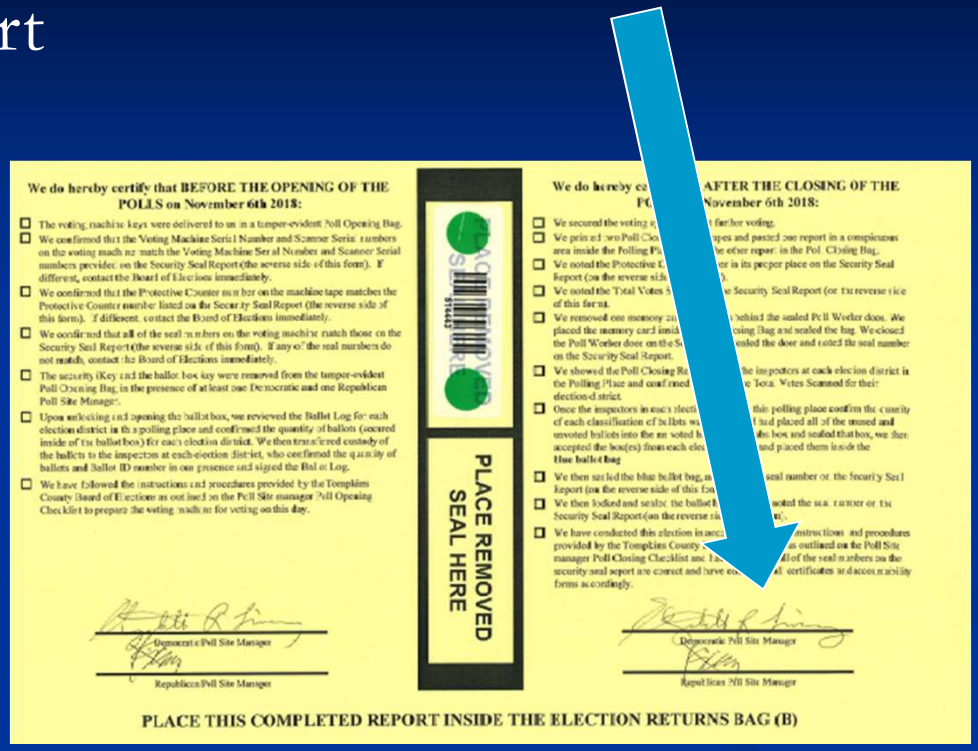
Disassemble the PSM Poll Pad and put it along with the Inspector Poll Pad(s) Inside the Voting Machine

21.

Close and lock ballot box door. Place a new plastic seal on ballot box door (#3) and record the number on the Machine Seal Report

21. (continued) Replace foam covers on voting machine. Guide monitor onto foam, and replace dust cover.

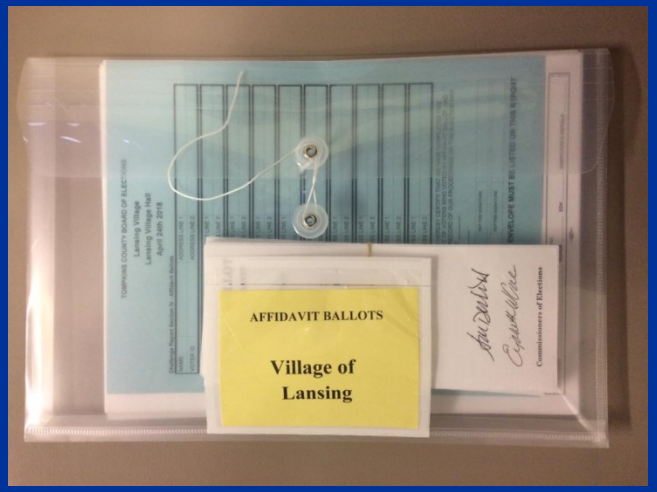
22. Sign the certification on the back of the Machine Seal Report

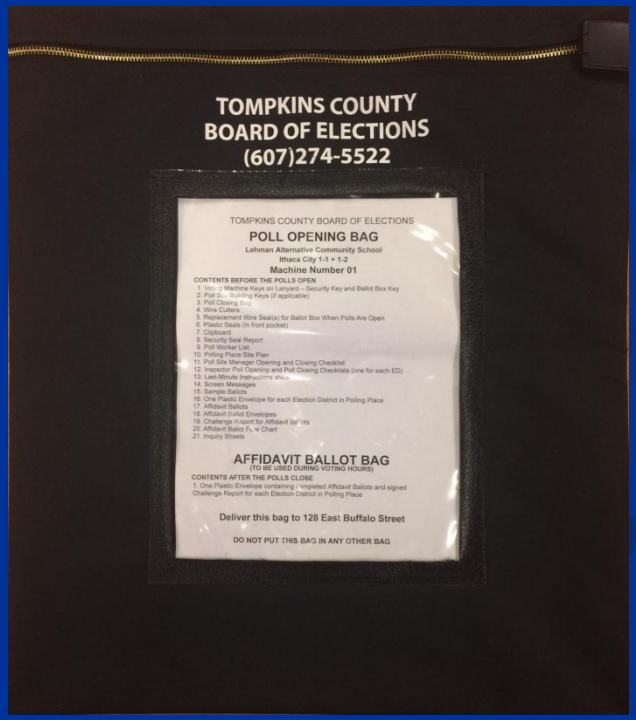


Leave the Machine Seal Report inside the white Poll Site Manager binder.

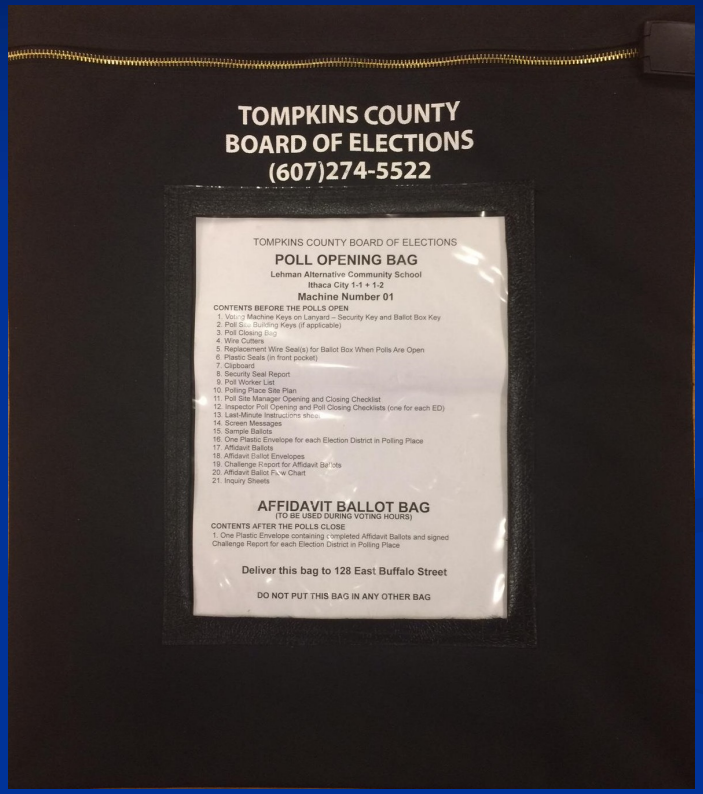
23.

Ensure all completed Affidavit Ballots are in the correct election district's plastic pouch and pouches are placed in the black Affidavit Ballot Bag.



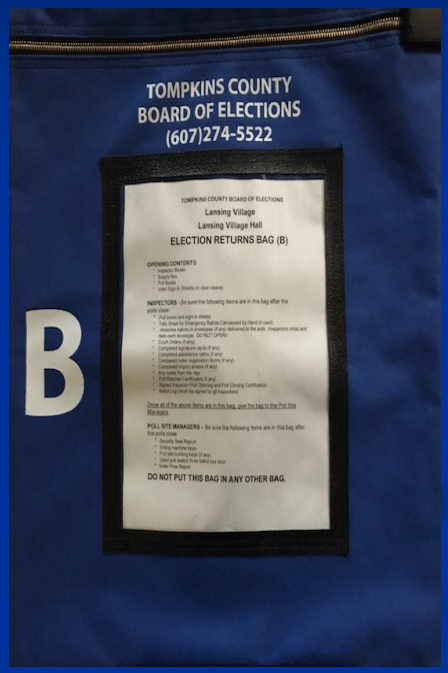


23. (continued) Seal the Affidavit Ballot Bag, using one of the white plastic seals inside the bag.



Set the Affidavit Ballot Bag aside to deliver to the TCBOE

24. Collect the **Election Returns Bag (B)** from each Election District



Place the white Poll Site Manager binder in this bag.

24. (continued) To lock the poll site location:

A: Pin the building keys on the Election Returns Bag

OR

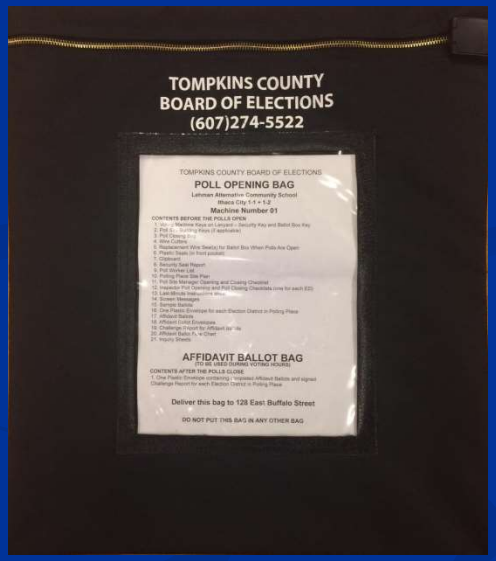
B: If you need the building keys to lock up when you leave, pin the keys on the Election Returns Bag (B) after you have locked the door.

25. Confirm all **Election Returns Bags** have been sealed.

Collect all outdoor poll site signs, and return to BoE with poll bags.

26. Follow directions on Poll Closing Bag (A), Election Returns Bag (B), Blue Ballot Bag (C) and Black Affidavit Ballot Bag for proper return to Board of Elections.

"C" Blue Ballot Bag



Black Affidavit Ballot Bag

The End

And remember, follow the checklist!